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## THE SAFETY AND ACCIDENT PREVENTION PROGRAM

### 1.1 INTRODUCTION

#### A. Scope

THE MONROE COUNTY SAFETY AND ACCIDENT PREVENTION PROGRAM is established for the purpose of providing specifically defined goals and objectives to be attained for the safety, health and welfare of all employees and protection of the public.

The provisions of the PROGRAM and POLICIES contained herein are designed to provide viable guidelines for management and employees and shall be carried out in a manner that all benefit from its contents.

The PROGRAM is established subsidiary to and complimentary with all Federal, State, and Local regulations.

There are three primary elements of the Safety Program; the written program, safety training and enforcement. Although enforcement can not be obtained without the previous two elements it is the most important and most difficult to attain. It takes a concentrated effort on behalf of management, supervisors, safety representatives and employees to obtain the goals and objectives set forth in this Safety Program.

#### B. Policy

It is the policy of the Monroe County Board of County Commissioners to provide and maintain a safe and healthful work environment and to establish operating practices that will safeguard the welfare of its employees and the public.

Implementation and integration of the Safety Policy is highly dependent on all levels of management. Identification and correction of potentially hazardous operations will be given prompt and positive action by management. Unequivocal support by management is mandatory for an effective safety program.

No assets warrant greater attention than human resources. To that end, personal safety, safety equipment and facilities should never be jeopardized under the guise of operational necessity.

### 1.2 Responsibilities

#### A. Management

The County Administrator has been delegated responsibility for developing an effective and an ongoing Safety and Accident Prevention Program.

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Staff direction and management of the plan will be accomplished by the Safety Officer, with authority delegated by the County Administrator.

Each employee and volunteer will be responsible for implementing the provisions of the Program as it pertains to operations under their jurisdiction. The responsibilities listed are MINIMUM and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to curb risks.

### **B. Division and Department Heads**

Division/Department Heads will be responsible and accountable for preventable accidents and for compliance with the provisions of these policies within his/her Division/Department.

#### ***The Division/Department Head will ensure:***

1. Compliance with occupational safety, fire prevention, and health requirements.
2. Division and Department Safety Representatives are designated.
3. All hazardous tasks are covered by specific published work rules to minimize the potential for injury and property damage.
4. All personnel are briefed and fully understand safety work procedures and existing policy that enforces their use.
5. All personnel are trained in the accepted way each hazardous task must be accomplished.
6. All personnel are instructed and understand the need for and use specific personal protective equipment for Hazardous tasks.
7. Necessary safety equipment and protective devices for each task are available and properly used.
8. Monthly Safety meetings (for high risk position—low risk are required twice a year) are held to review accidents, analyze their causes, provide safety training, and promote free discussion of hazardous work problems and possible solutions.
9. Personnel are encouraged to submit safety suggestions and comments, and to insure the adoption of those that are feasible.
10. All accidents are thoroughly investigated, recorded and promptly reported.

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11. Prompt corrective action is taken wherever hazards are recognized or unsafe acts observed.
12. Each Supervisor is held accountable for preventable injuries, liabilities, and accidents incurred by their employees.
13. All equipment, materials, and work conditions are maintained in a satisfactory condition from an accident prevention standpoint.
14. The Safety Officer is contacted when assistance is needed in implementing the Safety Program.
15. Necessary action is initiated to assure compliance with safety requirements established for extremely hazardous conditions, locations, and operations to include notification to the Safety Officer prior to the start of any such operation.
16. It is suggested that at least one employee be on duty during normal working hours who is adequately trained in Cardio-Pulmonary Resuscitation/First Aid and in AED (Automated External Defibrillator) through the Red Cross or other approved agency.
17. All injured personnel, regardless how minor the injury, receive prompt medical attention and that the circumstances causing the injury are investigated and the required accident reports submitted.
18. Department/Division Safety representatives are used to maintain continuity in the Safety Program.
19. Personnel are scheduled for formal safety training.
20. Toxic-Hazardous materials are identified, handled, and stored properly.
21. A lockout/tagout program is established and maintained where applicable.

### **C. Division and Department Safety Representatives**

One Safety Representative will be appointed by the Division or Department Director. Each larger Department (or Section) will have a Safety Representative appointed by the Division Director or Department Director.

#### ***Division/Department Safety Representatives shall:***

1. Manage the Division/Department Safety Program.
2. Conduct and document workplace safety evaluations and inspections and

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report results monthly to the Division/Department Director (for high risk positions—low risk are required twice a year).

3. Process and maintain Hazard Reports in the Division/Department Safety Management Book or files.
4. Review workers' compensation claims involving occupational injuries and illnesses.
5. Ensure accidents are investigated and reported as required.
6. Document all variances to occupational safety, fire prevention and occupational health standards in the Division/Department Safety Management Book.
7. Monitor the Personal Protection Equipment (PPE) program by assisting supervisors with:
  - a. The evaluation of workplaces to determine PPE requirements.
  - b. Determining the proper PPE for each hazardous task.
  - c. Training in the selection, use, inspection and care of PPE required for their work situation.
8. Ensure all new employees receive job and work area Safety briefings as soon as they report to work and document the briefings.

### **D. Supervisory Personnel**

The Supervisor has responsibility for the safe action of their personnel and the safe performance of machines and equipment within their operating area. The Supervisor has authority to enforce the provisions of this program to keep losses to an absolute minimum.

*Each Supervisor shall:*

1. Assume responsibility for a safe and healthful working environment on behalf of his/her personnel.
2. Be held accountable for preventable injuries, accidents, and liabilities caused by the employees.
3. Ensure that all safety policies and regulations are implemented.
4. Take the initiative in recommending and documenting the correction of

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deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect loss control efforts.

5. Be firm in enforcement of work policies and procedures including being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well.
6. Ensure that each employee is fully trained for the task they are assigned to do and that they familiar with published work rules.
7. Fully cooperate with the State and County and other safety inspectors in shutting down operations considered to be of eminent danger to employees or in removing personnel from hazardous tasks when they are not wearing or using prescribed protective equipment.
8. Ensure that periodic safety training classes are conducted for all employees.
9. Inspect all tools and equipment at frequent intervals and keep them in a safe and serviceable condition.
10. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
11. Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment for all injuries.
12. Maintain a continuous program of on-the-job training and supervise all unusually hazardous activities.
13. Develop and use safety checklists for all hazardous operations.
14. Notify the Safety Officer prior to the start of any extremely hazardous operation.
15. Properly maintain all protective devices and safety equipment.
16. Verify with Human Resources that all employees are physically qualified to perform their work.
17. Mark all areas prescribed as dangerous with warnings of the hazard involved.
18. Ensure that as few persons as possible are permitted to enter hazardous work areas.

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19. Properly identify, label, handle and store toxic/hazardous materials.
20. Comply with the Monroe County Lockout/Tagout program where applicable.
21. Ensure that Accident Investigation forms and instructions are in each County vehicle.

### **E. Safety Officer**

The Safety Officer is delegated the responsibility by the County Administrator to provide advice, guidance and any aid needed by management to prevent accidents, including, but not limited to the following:

1. Provide technical guidance and direction to County personnel at all levels of management in the implementation of the Monroe County Safety and Accident Prevention Program.
2. Provide safety management training to Safety Representatives and supervisors.
3. Consult with various departments on the design and use of equipment, shops, and safety standards.
4. Assist in Inspection and evaluations of County facilities to detect existing or potential hazards and recommend corrective or preventive measures.
5. Participate in the investigation of accidents and injuries and cooperate in the preparation of materials and evidence for County use as needed.
6. Provide management with statistical studies of accident data for use in promoting accident and property damage prevention programs. This will be coordinated with the Safety Accident Review Board.
7. Assure that adequate personal protective clothing and equipment is available and is properly used by the persons requiring such items.
8. Coordinate safety problems with Risk Management, Workers Comp, and other organizations including environmental health agencies.
9. Aid in establishing and monitoring safety related committees.
10. Monitor all safety inspections and surveys.
11. Aid in job placement of employees able to return to work after serious or disabling injuries in compliance with the appropriate Administrative Instruction.

12. Work with Supervisors to keep abreast of new developments in the field of accident prevention, personal protective equipment, first aid equipment and make such information available to all County departments.

**F. Workers Compensation**

1. The Workers Comp Manager will be responsible for monitoring and coordinating requirements of the Florida Workers Compensation Law in regard to personal injuries sustained by County employees in the performance of their work assignments.
2. The Safety Officer will assist the Workers Comp Manager in obtaining the necessary documents to provide the Servicing Agent with details relating to job incurred injuries.
3. The Safety Officer will assist Workers Comp in deterring the cost of accidents through initiating safety programs, accident prevention and loss control.

**G. Employees Responsibilities**

Employees are required, as a condition of continued employment, to exercise due care in the course of their work to prevent injuries to themselves, their fellow workers, and the public and to conserve materials.

***Employees will:***

1. Report all unsafe conditions and acts to their Supervisors.
2. Be individually responsible to keep themselves, fellow employees and equipment free from mishaps.
3. Keep work and storage areas neat and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Be certain that instructions are completely understood before starting work.
6. Learn to lift and handle materials properly.
7. Avoid engaging in horseplay and/or distracting others in the work environment.
8. Report immediately all injuries or property damage, no matter how minor, to their Supervisor.



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9. Comply with the "Drug Free Workplace Policy".
10. Know how and where medical help may be obtained.
11. Review the safety educational material posted on bulletin boards or distributed to their work area.
12. Not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them.
13. Bring a doctor's release when returning to work after a work-related injury or illness; such release must be submitted to the employee's supervisors and Workers Comp Section.
14. It should be noted that the Florida Workers Compensation Law, Section 440.0964 Florida Statutes, provides for a reduction of normal compensation by twenty-five percent (25%) if an employee is injured as a result their willful refusal to use a safety appliance or to observe a lawful safety rule. The "Lawful Safety Rule" includes the requirements outlined in this policy, and all safety documents referenced in this policy. Monroe County Drug-Free work place policy provides that compensation will be not be paid for injuries sustained while under the influence of drugs or alcohol.
15. Employees working at hazardous tasks will:
  - a. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a task he will "STOP" and get instructions from his/her Supervisor before continuing work.
  - b. Operate only correct equipment for the task and handle it properly.
  - c. Wear required protective equipment when working in a hazardous operations area. Dress safely and sensibly.

### **1.3 REPORTING REQUIREMENTS FOR INJURIES, ACCIDENTS, VEHICLE AND PROPERTY DAMAGES**

#### **A. Purpose of Records**

Records of accidents are essential for efficient and successful loss prevention, just as records of production, costs, sales, and profits and losses are to a business. Records supply the information necessary to transform haphazard, costly, ineffective loss prevention into a planned program that controls the specific conditions and acts that cause accidents.

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To be effective, preventive measures must be based on complete and unbiased knowledge of the causes of an accident. The primary purpose of an accident investigation report is to get information, not to fix the blame. Since the completeness and accuracy of the entire record system depends upon the information contained in individual reports, every effort should be made to comply with the procedures contained in this section.

### B. Definitions

**Accident:** An unintended, unforeseen event which results in an injury to personnel and/or damage to property or equipment.

**Very Minor or First Aid Injury:** An injury which does not result in loss of time from the job beyond the work shift on which the injury occurred.

**Disabling or Lost Time Injury:** Any injury which results in lost time beyond the shift on which the injury occurred.

**Property Damage Incident:** An accident or incident which produces damage or loss to property, facilities, or equipment.

**County Furnished Motor Vehicle Accident:** An accident resulting in damage to a County furnished vehicle which requires repair or replacement and/or injury to an employee.

**Private Motor Vehicle Accident:** An accident resulting in injury to an employee while driving his/her privately owned vehicle within the scope of County employment.

**Fire:** Any fire, regardless of extent or damage.

#### **Accident frequency of occurrence categories:**

- **Frequent** = Multiple times per year.
- **Probable** = Expected to occur within one year.
- **Occasional** = Expected to occur within five years.
- **Remote** = Expected to occur within 10 years.
- **Improbable** = Unlikely to happen, but possible.

### C. Forms (available in Safety forms folder in exchange)

1. First Report of Injury; Should be completed and faxed to Workers Comp Section or Risk Management (if property damage) immediately.
2. Notice of Injury Form; This form will be used to report all County employee injuries to the Workers Comp Section at the time of injury a copy must be faxed to the Workers Comp Manager and the hard copy sent to Workers Comp.

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3. Accident Investigation Report, (MC Frm-1); This form will be used by the Supervisor to report accident causes and recommend corrective action even when there is no injury. This form will be completed by the supervisor, sent to the Department Head then to the Division Director for investigation and corrective action recommendations.

4. Vehicle Accident Additional Information: This form shall be used in conjunction with the Accident Investigation Form if a vehicle is involved in the accident either County or private vehicle.

### **D. Procedures**

1. Employee, if injured
  - a. Report injury to immediate Supervisor as soon as possible.
  - b. Obtain treatment at nearest Emergency Room if injury is severe.
  - c. If follow-up treatment is prescribed by the Emergency Room physician, approval must be obtained from Workers' Compensation. All initial medical treatment must be authorized by Workers' Compensation after normal working hours prior to any treatment.
  - d. Report in person, or by phone, to the Workers Comp Section when returning to work after a lost time injury.
  - e. Follow instructions from the Workers Comp Section regarding medical release to return to work.
2. Employee: if involved in a County furnished motor vehicle accident;
  - a. Stop immediately.
  - b. Obtain medical aid for injured persons.
  - c. Notify Law Enforcement and contact your Supervisor immediately and advise them of the accident.

NOTE: MINOR VEHICLE ACCIDENTS (without injuries) THAT OCCUR ON COUNTY PROPERTY DOES NOT NEED A LAW ENFORCEMENT REPORT. They must be reported to Risk Management.

- d. Obtain names, addresses, and vehicle tag numbers from other drivers and witnesses.

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- e. Prepare the Accident Investigation Report at the scene (refer closely to instructions).

NOTE: All necessary forms and instructions are contained in the glove compartment, or attached to the steering column of all County furnished vehicles.

- f. If the vehicle is no longer operable, the Supervisor should be made aware of this fact and take appropriate action.
  - g. Submit completed Accident Investigation Report form to your immediate Supervisor and coordinate with him/her to assure accuracy of the form.
  - h. Refer Accident Report form to Risk Management. If injuries are involved, Supervisor/Department Director will call Risk Management.
  - i. Obtain FHP Accident Report
- 3. Employee, if involved in a property damage accident,
    - a. Secure the scene of the damage to prevent further damage or personal injuries.
    - b. Notify your immediate Supervisor.
    - c. Obtain FHP Accident Report
  - 4. Supervisor, in case of employee injuries
    - a. Call Workers Comp Office for the name of the physician to send the employee or, if severe, send the injured employee to the nearest Emergency Room for treatment. Ambulance service should be called for seriously injured employees, or at employee's request. Notify the Workers' Compensation office immediately if possible.
    - b. Investigate the circumstance and cause of the injury-producing accident.
    - c. Complete Accident Investigation Report form and forward with the Notice of Injury to Workers' Compensation.
    - d. All employee injury accidents regardless of how minor must be reported to the Workers Comp Manager at the time of occurrence. Failure to report a lost time injury timely could result in the County being assessed a fine of \$500.00 per day by the State. Any fines thus incurred would be borne by the department concerned.

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### 5. Notice Of Injury

Some sections of the DWC-1 Form, Notice of Injury, are constant and will be preprinted by Workers' Compensation.

- a. Complete FIRST NOTICE OF INJURY IN ITS ENTIRETY.
- b. Submit the entire set -- (Division, Carrier, Employer) with the First Report of Injury, copy of Accident Investigation to Workers Comp and FHP Accident Report.
- c. The injured employee will receive a copy of the injury report Workers' Compensation.

### 6. Accident Investigation Report

This report forms the basis for the accident investigation and is to be completed personally by the Supervisor. It is important that this report be completed in its entirety. The purpose of the accident investigation is to identify causes of the accident and determine effective corrective actions for accident prevention. Any report submitted without all necessary information will be returned to the department for correction.

IF AN INJURY RESULTS IN DEATH, WORKERS COMP AND THE SAFETY OFFICER (and the contracted Third Party Administrator) IS TO BE CONTACTED IMMEDIATELY. THE LAW REQUIRES NOTIFICATION TO THE STATE WITHIN TWENTY-FOUR (24) HOURS.

### 7. Supervisors, in case of employee motor vehicle accidents

- a. Assure proper care of all injured persons.
- b. Attempt to determine the cause of the accident.
- c. Complete the Accident Investigation Report form and ensure accuracy and completeness. Use the separate page provided for diagrams and other additional information required in the instructions.
- d. Insure that the forms are forwarded to Workers' Compensation if injury is involved or to Risk Management for property damage only.

### 8. Supervisors, in case of property damage, theft, or vandalism

- a. Attempt to determine the extent and cause of property damage.

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- b. Secure area to prevent further damage or injury.
- c. Complete the Accident Investigation Report form and send it to Risk Management.
- d. Notify the proper law enforcement agency, Safety Officer and Risk Management as soon as the damage, theft or vandalism has been discovered.

NOTE: Property damage includes wind, fire and Acts of God.

### 9. The Safety Officer Will

- a. Assist in Investigating accidents involving severe injury or major property damage and incidents which have a potential for severe injury or property damage as needed.
- b. Provide assistance to Department Heads and Supervisors in their accident investigations when requested by the responsible Department Head.
- c. Assist Risk Management and Workers' Compensation in investigations when requested.
- d. Review accident reports received from Department Heads and Supervisors for proper classification of causes and appropriate corrective actions and initiate such further corrective actions as may be necessary.
- e. Follow-up on action until resolved/closed.
- f. Assist the SARB in compiling Safety statistical data from reports for review at meetings.

## 1.4 SAFETY INSPECTIONS

**A. Safety inspections of all facilities** will be conducted annually by Fire Officers and Division/Department Safety Representatives.

**B. Informal inspections** will be accomplished at a frequency to assure that hazards are kept to a minimum and safe work practices are enforced.

**C. Announced formal inspections by State and Federal agencies** will be monitored by the Safety Officer.

**D. All personnel will cooperate fully in inspections** to ensure that all areas are covered and hazards identified. Emphasis will be placed upon conditions of facilities,

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equipment, vehicles, personal protective equipment, and machines as well as implementation of the overall program including:

1. Good housekeeping
2. Use of prescribed protective equipment
3. Compliance with published safety regulations
4. Qualification of drivers and condition of vehicles
5. Proper maintenance of electrical equipment
6. Fire prevention procedures, fire extinguishers, first aid kits and emergency lighting.
7. Proper condition of power and hand tools.
8. Proper guarding of powered equipment and machines.

**E. The formal annual inspection reports** will be kept on file by the affected department. Lessons learned from completed inspections will be made available to all departments listing deficiencies and suggestions made for correction. Follow-up on corrective actions will be made as needed by the department and kept on file in the office with a copy to the Safety officer.

### 1.5 MONTHLY EMPLOYEE SAFETY MEETINGS

**A. Monthly Safety Meetings** are required for all employees and will be documented in the Division/Department Safety Management book. Meetings should be 10 to 30 minutes' duration, consisting of, at a minimum:

1. Past accident summary with preventative measures.
2. Safety training video or training from the required Safety Training List.
3. Review of newly identified hazards.
4. A timely off-the-job safety topic.
5. A discussion period.

**B. The meetings will be monitored by the Supervisor** though the meeting may be headed by any member of a department or crew, it is the supervisors responsibility to ensure the meetings' success. The Division/Department Safety Representative will monitor the scheduling of employee Safety meetings and ensure all employees are

scheduled.

## **1.6 THE SAFETY COMMITTEE**

The County Safety/Accident Review Board acts as the County wide safety committee. Each department may have a safety committee to review safety concerns for their specific work related hazard.

## **1.7 SAFETY TRAINING PROGRAMS**

### **A. General**

Employee training in job responsibilities, job operations, proper methods and techniques to be used, and the hazards associated with their job are the most important elements in achieving safe operations. Supervisors and Foremen will be responsible for assuring that all newly assigned employees receive adequate training to prepare them to perform their assigned tasks in a safe and efficient manner.

Each person serving in a supervisory capacity should be trained, qualified and certified in CPR and in basic First Aid or scheduled for training as soon as possible.

### **B. On-the-job Training**

Will be accomplished by Supervisors and Foremen.

This training will include:

1. A review of pertinent sections of the Monroe County Safety Policies and Procedures. Distribution of Safety Policies to all employees.
2. Emergency treatment of injuries (First Aid).
3. Prescribed safety clothing and equipment for the job.
4. How to report a fire, accident or serious injury.
5. Specific hazards associated with the job.
6. General hazards encountered in the work area and how to avoid them.

After completion of initial training, obtain employee's signature on MC Form SAF-8, Employee Safety and Health Record, documenting that they will observe safety rules and procedures.

If an employee demonstrates, through accidents or by continuing unsafe acts, that they do not understand the safety requirements of the job, the employee will be re-



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instructed and personally counseled by his/her Supervisor and/or Department Head. This action will not preclude the County from taking disciplinary action against the employee for engaging in said unsafe acts. Retraining, counseling and disciplinary actions will be documented on Monroe County Employee Notice Forms and placed in the employee's personnel file.

### **C. Division/Department Safety Representative Training**

The Safety Officer will ensure that all Division and Department Safety Representatives are aware of the requirements on the management of the Division/Department Safety program as described in Chapter 2 of this manual.

### **D. Specialized Training**

Specialized training will be required from time to time for special operations and to meet specific requirements of unique tasks or assignments. This training will be documented on MC Form SAF-8 (Employee Safety and Health Record.) For all hazardous operations, refresher Safety training will be accomplished annually.

These will include but are not limited to:

1. Special equipment for personnel who will be or may be transporting, handling, storing, or exposed to toxic or corrosive chemicals.
2. High voltage or high current electrical work.
3. Transportation, handling and storage of volatile and flammable substances and those designated as explosives.
4. Special operations i.e., airport, fire/rescue, etc.
5. Other very hazardous operations.

### **E. Supplemental Safety Training**

Supplemental safety training and promotion of safety activities will be provided by the Safety Officer by use of visual aids, including safety films and/or slide presentations, promotional literature, bulletins, booklets and other available media.

Additional training programs will be designed and implemented as the need is determined.

### **F. Defensive Driving Courses**

A defensive driving program will be implemented as a means of reducing and preventing vehicle accidents and will be made available to Monroe County personnel

who operate County vehicles. The class schedules will be set up by the Safety Officer, Department Heads and Supervisors.

## **1.8 SAFETY AWARDS & SUGGESTION PROGRAMS**

### **A. Safety Awards**

A safety awards program will be conducted to assist management in the promotion of safety activities and safety awareness among their employees.

### **B. Safety Suggestions**

Safety suggestions by individual employees will be processed through the Safety Officer for consideration and adoption. Those accepted may receive awards and/or letters of appreciation or commendation from the Board of County Commissioners or County Administrator.

## **1.9 SAFETY ENFORCEMENT**

Enforcement of the Safety Program is by far the most important element of the program, however the most difficult to achieve. Routine and consistent enforcement of the safety rules by supervisors is critical to reach the objectives of accident prevention. Supervisors will be held responsible for enforcement of the Safety Program.

When violations of policies directly related to the Safety and Accident Prevention Program occur, corrective action will be immediate and positive. Disciplinary action will be taken when any person causes injury to himself or others, destroys or damages equipment, either by willfully violating work rules, disregarding instructions, or by a demonstration of an attitude of indifference or defiance. Enforcement of Safety policies and rules is required.

Supervisors and Department Heads have a wide latitude in determining the extent of disciplinary action to be taken within their departments, including written reprimands, warnings, suspension from duties for various periods of time and possible discharge from County employment. Such actions will be consistent with established procedures outlined in the Monroe County Personnel Policies and Procedures Manual.

## **1.10 COUNTY DRIVER PERMITS**

### **A. Purpose**

To register, authorize, and control all personnel required to drive County or personal vehicles in the performance of their duties.

**B. Qualifications for Issuance of Driver Permit**

1. All personnel must hold a valid Florida Operators or Commercial Driver's license.
2. All personnel must be sixteen (16) years of age or over.
3. An Operator's permit will be issued only to those who are required to operate a County vehicle in the performance of their normal duties or to certain part-time operators who are required on occasion to drive a County-owned vehicle, or who drive their own personal vehicles on County business.
4. An operator's permit will be authorized by the Safety Office after determination that the person meets the requirements of this manual and has in their possession a valid Florida Driver's license.
5. All employees authorized to operate County vehicles must have in their possession a County Vehicle Operator's Permit during operation of a County vehicle. (On County ID Card)
6. Personnel operating County vehicles will authorize the County to obtain any State, County and/or local public driving records pertaining to them.
7. An employee's right to operate a vehicle on County business shall be denied or revoked at any time when they do not possess a valid State of Florida Operator's or Commercial Driver's License, and may be denied or revoked when their driver's record reflects one or more of the following conditions:
  - a. One (1) or more "Driving Under the Influence", refusing to take intoxication test, or "Leaving the Scene of the Accident" conviction during the last three (3) years.
  - b. Two (2) moving violations during the last twelve (12) months.
  - c. Eight (8) or more points during the past twenty-four (24) months.
  - d. Medical evidence of alcoholism, drug abuse, or other physical impairment significantly affecting the ability to drive safely.
8. A County Vehicle Operator's Permit may be denied or revoked based on traffic violations demonstrating willful and wanton disregard of traffic rules. Completion of the Defensive Driving course may be a prerequisite to the issuance of an Operator's Permit for a marginal driving record.
9. All personnel must report to their supervisor any motor vehicle citations received while operating County or personal vehicles (other than parking

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violations), or suspension of their license within forty-eight (48) hours. Supervisors are required to discuss the violation with the Safety Administrator to determine the need of revocation of authorization to operate a County vehicle.

10. Any denial or revocation of County driving privileges may result in termination of employment.

11. Before authorization is granted to operate County vehicles, employees must complete and sign a "County Authorization Employee Driver's Affidavit".

12. To receive reimbursement for use of a personal vehicle, employees must complete and sign a "Travel Reimbursement".

13. Any County vehicle transporting an infant, toddler, or child must provide appropriate seating to comply with Florida Department of Motor Vehicle regulations for transporting children.

### C. Accident Guidelines

1. The rules for determining whether or not an accident should be charged against a driver's or operator's record are based upon the Principles of defensive driving. Defensive driving is of major importance as a means of preventing accidents.

2. Each driver or operator involved in an accident contributes to it in a greater or lesser degree and usually each failed to employ defensive driving techniques. The other driver may be frank enough to admit that they were at fault. However, this does not mean the County driver or operator is blameless as more than likely they may be partly at fault. Likewise, the fact that the County driver/operator did not get a traffic violation does not automatically make them blameless. Just being involved calls for an accident review and a searching analysis as to how the driver/operator was involved. The final finding, when properly used, will help drivers, operators and management to avoid similar accidents in the future.

### D. Definitions

**Reportable Accident:** Any accident in which a County Vehicle or equipment is involved where such accident results in death, personal injury or property damage. An accident or incident is reportable regardless of who was hurt, what property was damaged, and to what extent, where it occurred or who was responsible.

**Preventable Accident:** A preventable accident is one in which the driver/operator failed to do everything they reasonably could have done to prevent it.

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Defensive Driving: Defensive driving is driving to prevent accidents in spite of the incorrect actions of others and/or any other adverse conditions.

### **1.11 MONROE COUNTY SAFETY/ACCIDENT REVIEW BOARD (MCS/ARB)**

#### **A. Purpose**

The Safety Accident Review Board's duties are outlined in the Administrative Instruction 4707.

#### **B. Responsibilities of the Division/Department Safety Committee:**

Each department may have a safety committee to review safety concerns for their specific work related hazard.

1. Discuss and formulate division/department safety policies and recommend their adoption.
2. Seek out unsafe conditions and practices and determine their remedies.
3. Make safety activities an integral part of the operation.
4. Improve the cooperative spirit between management and employees.
5. Share lessons learned between department safety programs.

## MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL

### County employee Driver's Affidavit

I UNDERSTAND AND AGREE THAT: I must possess and retain a valid Florida Operator's or Commercial Driver's License (as appropriate) in order to operate a County motor vehicle or to drive my personal vehicle on County business.

I authorize the County to, at any time, obtain any State, County and/or local public driving records pertaining to me.

My right to drive a vehicle on County business will be denied or revoked at any time when I do not possess a valid State of Florida Operator's or Commercial Driver's License, and/or when my driving record reflects one or more of the following conditions:

**Class A Violation (Class A Accident or Hazard Severity Category (Catastrophic): Death, permanent disability or costs over \$300,000):** An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles. Monroe County calls for a suspension of driving privileges for anyone convicted of a Class A violation for a period of (12) months. Additionally, any of these individuals would also be required to attend an approved driver-improvement program.

- a. Driving while intoxicated or related offense
- b. Driving under the influence of drugs
- c. Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- d. Operation during a period of suspension or revocation
- e. Using a motor vehicle for the commission of a felony
- f. Aggravated assault with a motor vehicle
- g. Operation of a motor vehicle without owner's permission
- h. Permitting an unlicensed person to drive
- i. Hit and run

**Class B Violation (Class B Accident or Hazard Severity Category (Critical): Severe injury, severe occupational illness or costs between \$100,000 and \$300,000):** An individual who has a combination of two (2) class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Safety Office. Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated convictions in a three (3) year period will be issued a suspension of driving privileges for a period of one (1) year. In addition the individual will be required to complete an approved driver improvement program.

All moving violations with unusual circumstances not listed as Type A violations would be evaluated on a one-to-one basis in individual cases including medical evidence of alcoholism, drug abuse, or other physical impairment significantly affecting the ability to drive.

I must report any motor vehicle citations for violations received while operating my personal or County vehicle (other than parking violations) or suspensions of my license, within forty-eight (48) hours of receipt of same.

Further, I understand failing to do so could result in revocation of my authorization to operate a County vehicle.

I understand that denial or revocation of my County driving privileges may result in the termination of my employment.

I certify that the information listed below is valid at this time:

_____ - _____ - _____ - _____	CURRENT STATE OF FLORIDA LICENSE NO.
	NAME AS IT APPEARS ON LICENSE
	ADDRESS AS IT APPEARS ON LICENSE
	CITY AND ZIP CODE
CLASS:                      CODE:	LICENSE CLASS & RESTRICTION CODE (IF APPLICABLE)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

# **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

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CHAPTER 2

IMPLEMENTATION OF THE SAFETY AND ACCIDENT  
PREVENTION PROGRAM

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2.2	DIVISION/DEPARTMENT SAFETY PROGRAM.....	5



## **2 IMPLEMENTATION OF THE SAFETY AND ACCIDENT PREVENTION PROGRAM**

### **2.1 INTRODUCTION**

#### **A. Purpose**

The Monroe County Safety Policies and Procedures Manual prescribes "Safety ground rules" for all County employees. It incorporates the minimum safety requirements to follow for the avoidance of injury, loss of time from work, loss of materials and property damage.

This manual also describes the structure and organization of the Monroe County Safety and Accident Prevention Program. It provides details on how to set up and manage each Division's or Department's Safety Program.

#### **B. Scope**

This manual applies to all County employees and other personnel under County supervision or control for their compliance.

#### **C. Background**

Most people think of accidents as cuts, bruises, fractures, etc. They think that an accident has occurred only when an injury has resulted. This thinking is wrong. Accidents and injuries are not the same. An accident is a mishap and does not have to result in injury to anyone or damage to anything. In some instances accidents are warnings that more serious injuries or damages will occur if the same unsafe conditions, work habits and practices continue to exist.

**Heinrich's Theory** has been proven to be accurate many times. For every serious accident an organization experiences there are 29 minor (first aid) accidents and 300 near misses that had the potential of being serious.

**D. Responsibility**

The prevention of accidents is everyone's responsibility no matter what position he or she occupies. Every employee is considered a member of Monroe County Employees Safety program and must be constantly alert to reporting and correcting unsafe conditions and actions. A part of everyone's job is to teach safety to others. Not being safe seldom affects only one person. The innocent as well as the person not being safe usually suffer.

**E. Objectives**

The main objectives of the Monroe County Safety Program are:

1. To provide a safe and healthful work environment.
2. To identify and eliminate hazards through inspections and personnel awareness.
3. To avoid accidents through Rules & Training.
4. To reduce mishap frequency and severity.
5. To accomplish thorough investigations of mishaps to prevent recurrence.
6. To minimize risk to the public.

**F. Safety Principals**

1. The definition of safety is: "Control of recognized hazards to attain an acceptable level of risk". The first step is to identify the hazards. What you don't know can hurt you! An effective inspection program is very important in identifying physical hazards and hazards associated with work practices and procedures.
2. What is an ACCIDENT: Falling bricks can answer that! The accident is the falling brick!! 299 times out of 300 it won't cause a serious accident, but if you don't identify the hazard and fix it you are counting on luck.

## **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

3. Accident costs are much more than you think. The direct obvious costs are just the tip of the iceberg. The average hidden costs are 3 to 7 times the direct costs. Actual costs can include the following:

- Medical compensation
- Hospital medical costs
- Property/equipment damages
- Equipment down time
- Lost efficiency replacement not proficient
- Investigation/report time (supervisor and others)
- Clerical time spent on accident
- Management time to review reports
- Scrap/rework
- Overtime premium
- Training new personnel
- Time paid to injured employee
- Other employees' time
- Costs associated with placing injured employee on light duty
- Insurance costs
- Public liability claims
- Costs of renting equipment
- Medical costs not covered by Workers Compensation insurance

**2.2 A. Division Directors/Department Heads Support of the Safety Program**

1. The Division Directors/Department Heads should appoint a Safety Representative. Also, each large Department and Section should have a Safety representative appointed to equally share the workload throughout the Division/Department. In this manual, Division, Department and Section Safety Representatives are all referred to as Safety Representatives. These safety representatives should be appointed considering their retainability and knowledge of the Division/Department's operations and duties. These safety representatives will form the Safety Committee. A list of these Safety representatives along with their assigned inspection responsibilities should be sent to the County Safety Office–Officer

SAFETY STARTS  
AT THE **TOP**

SAFETY INVOLVES  
ALL EMPLOYEES

## **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

2. Accident notification procedures should be published and publicized on the department's safety bulletin board.
3. The Division Director or Department Head should ensure that corrective/preventative actions identified in accident investigations and hazard reports are adequate and estimated completion dates are met to the maximum extent possible.
4. The Division Director or Department Head should ensure that required inspections are performed and reports completed on time.
5. The Division/Department Director should support an Off-the-Job Safety program. See section 12-21
6. Required Safety Training should be scheduled and completed.
7. The Division/Department Director should review the status of his safety program monthly with the Division/Department Safety Representative (for high risk positions - - low risk are required twice a year)
8. Some form of recognition should be established for personnel who do an excellent job supporting the Safety program.
9. ~~Annual Division Safety goals/objectives should be established and progress reviewed quarterly.~~ Departments/Sections should be encouraged to set objectives.

### **B. Inspections**

1. Self Inspections
  - a. All Division/Department buildings and facilities should be inspected annually by the assigned safety representative. Each building used by Monroe County employees should have an assigned safety representative to do an annual inspection. Where more than one Division/Department uses a building, the inspection responsibility should be shared equally between the Divisions/Departments. This responsibility should be agreed on by the Division/Department Directors.
  - b. Annual inspection schedules will be developed by each Division/Department. A copy of the schedule and inspection reports will be sent to the County Safety Office.
  - c. Inspection checklists should be developed using the "Monroe

## **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

County Safety Inspection Checklist" These checklists should be customized to meet the requirements of each Division/Department. Additional inspection items can be added to ensure comprehensive inspections are accomplished. Safety program management should be addressed. Inspection Reports should include corrective/preventive actions, work order numbers (if applicable) and estimated completion date. Follow-up actions should be accomplished, documented and status reports forwarded to the Division/Department Safety Representative when significant actions have been completed.

### **2. Safety Inspections**

a. The Safety Officer should schedule and perform an annual inspection of each County facility as needed. The Safety Officer shall ensure that each building has a Safety Representative for Inspection of each building. A copy of these inspection reports will be forwarded to the respective Division/Department Director & Safety Officer.

## **C. Safety Representatives**

1. Each SAFETY REPRESENTATIVE should be scheduled for training by their Supervisor as soon as possible after appointment. This includes detailed training on all major areas of the Division/Department Safety Program and its management.
2. Safety representatives should attend the Safety training meetings periodically scheduled by the County Safety Officer.
3. Division/Department accident reporting procedures should be established and publicized.
4. Based on the Division/Department's operations and hazards, accident prevention information should be acquired/developed and distributed to work centers/shops. Information and materials are available the Exchange/Web Site.
5. All employees should be briefed on actual County accidents, causes and preventative actions.
6. The Division/Department Safety Representative should maintain the Division/Department Safety Management book and file. This book should contain the following:
  - a. County and Division/Department Safety Policies

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- b. "Employee Safety and Health Record" (SAF-8) for each employee. This form documents new employee safety training, job hazards, mandatory annual training, specialized Safety training, Personal Protective Equipment (PPE) issued and PPE provided in the work area.
- c. Annual inspection reports.
- d. Monthly or bi-Annual Employee Safety Training documentation. Brief summary of monthly Safety training with attendance sheets.
- e. Office Checklist.

### **D. Facilities**

- 1. All hazards should be placed on a Public Works Work Order and monitored to ensure completion of work.
- 2. Adequate fire extinguishers should be available and have a current annual inspection.
- 3. Flammable and hazardous materials should be identified, labeled and properly stored.
- 4. Material Safety Data Sheets (MSDS) should be available to all employees where required.
- 5. Personal Protective Equipment should be available and used where required.
- 6. No Smoking and Smoking areas should be designated. Smoking is not permitted in any County Building or County vehicle.

### **E. Safety Training**

- 1. Supervisors shall receive Safety training. This training is available from the Safety Officer. A briefing guide will be provided to each safety representative and supervisor they should customize it for their specialized training needs.
- 2. Problem drivers should be scheduled for the Defensive Driving Course through the County Safety Office.
- 3. All employees should receive Safety training on a regular basis.

## **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

4. All training should be documented in the Division/Department Safety Management book or file.

### **F. Vehicles**

1. All vehicles should be kept in good operating condition. Inspection depth and frequency should be adequate to ensure safety.
2. Vehicles should be operated safely. The backing of vehicles should receive special attention and spotters used where needed.
3. Seatbelt use is mandatory. Spot checks should be made and discrepancies corrected on the spot.

### **G. Bulletin Boards**

1. All major work centers should have a Safety bulletin board containing all mandatory items
2. Some Safety information should be changed at least monthly; e.g., On-the-Job Safety topic, Off-the-Job Safety topic, posters, newspaper/magazine articles, etc.

### **H. Off-The-Job Safety**

1. Off-the-Job Safety information should be provided to all employees since most injuries nation-wide occur off the job. We are interested in the well being of our employees all the time. They all have an important job.
2. A timely topic should be covered monthly. Videos are available with the Human Resource Office.



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## **SAFETY PROGRAM ELEMENT DESCRIPTIONS**

### **3.1 HAZARD REPORTING**

#### **Purpose:**

Accident prevention depends upon early identification, reporting, and correction of hazards. Hazards may be defined as any existing or potential conditions, acts, or procedures that can result in accidents (mishaps). A hazard may be reported by anyone.

Hazards must be reported and corrected at the lowest possible level. They should be reported to the supervisor so that Division/Department can immediately begin corrective actions. If the hazard can be eliminated on the spot, no further action need be taken. Division/Department's should make every effort to correct the hazard "in-house". Hazard reports that cannot be corrected within the Division/Department must be sent outside if not available in-house.

Hazard reports are investigated by the Division/Department Safety Representative. The originator will be notified of the results of the investigation and the corrective actions taken or planned to eliminate or abate a validated hazard. The originator will be notified when final and closing actions have been completed.

### **3.2 SAFETY BULLETIN BOARDS**

#### **A. Purpose**

Safety bulletin boards are required in all major work areas for posting accident prevention and other safety related information.

#### **B. Posting Information**

At a minimum, they must include:

- Emergency phone numbers
- Fire Evacuation Plan
- Fire Evacuation Procedure
- Hazardous Materials (Right to Know) Poster
- County Safety/Loss Control Policy Statement
- CPR/First Aid trained personnel List and their location
- Location of First Aid Kits and medical equipment
- Location of nearest medical treatment facility
- Safety personnel names and phone numbers

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- Hazard Report Forms, Monroe County Form SAF-2 and instructions
- Off-the-Job Safety topic
- Job Safety topic (changed at least monthly)
- Accident reporting procedures
- Safety suggestions/Safety hotline information
- Safety Awards information and pictures
- Other timely and applicable Safety information; e.g., newspaper/magazine clippings, Safety posters, Division/Department Safety Policy, Division Safety program status, accident summaries, etc.
- Innovative ideas are encouraged to heighten Safety awareness

### **3.3 SAFETY INSPECTIONS**

#### **A. Annual and spot inspections**

This is a management tool to aid each Division/Department Director in determining accident prevention program elements are being followed or met.

#### **B. Self Inspection**

This is the Safety Representative's chance to assure the program elements are being met. Inspections should be done on a regular basis.

#### **C. Safety Officer Office Inspections**

Regular inspections are conducted to ensure compliance with safety standards, identify hazards, and to determine each Division/Department's effectiveness and participation in the Monroe County Safety and Accident Prevention Program. The County Safety Officer will inspect all program elements of each Division/Department Safety Program. It is each Safety representative's responsibility to coordinate and confirm new inspection dates with the County Safety Officer.

#### **D. Spot Inspections**

Spot inspections are unscheduled inspections and are conducted periodically. They are generally informal, without notice, and are limited to a single activity or subject of interest. These inspections will be documented to identify problem areas or trends. Supervisors are responsible to conduct periodic self-inspections for hazards or deficiencies.

### **3.4 HAZARD REDUCTION PROGRAM**

The primary purpose of the Hazard Reduction Program is to prioritize hazards and monitor reduction actions. Hazards identified by fire, safety, and health inspections must be assigned a Hazard Classification Code (HCC).

**A. The Safety Representative is responsible** for tracking uncorrected hazards.

### **3.5 NON-SUPERVISORY PERSONNEL TRAINING**

**A. Supervisors are key people in the Safety program.** They are directly responsible for providing a safe and healthful environment. Supervisors must know the occupational, safety, and health requirements for their work areas and must enforce compliance.

**B. Training is the method for a supervisor** to ensure the new worker will be a safe worker. New employees form attitudes about the job, the supervisor, and other workers quickly. This attitude greatly affects the way a new worker will perform. A worker with a poor attitude is also the same worker who will take the short cut, perform an unsafe act, or fail to correctly perform a task.

**C. Training is also required** when there is a change in equipment, procedures, processes, or safety, fire, and health requirements. This training must be of sufficient length and depth to make sure the individuals know:

1. The hazard(s) of the job task to be performed.
2. Hazards of the work area.
3. Occupational safety and health standards of guidance that apply to their job and workplace.
4. Personal protective equipment they will need and how, when, and where to use it.
5. Location and use of emergency and fire protection equipment.
6. Emergency procedures that apply to their job and work place.
7. Reporting unsafe equipment, conditions or procedures to supervisor immediately.
8. Location and submitting procedures for Hazard Reports.
9. Accident (mishap) reporting procedures.
10. Emergency telephone numbers.
11. Location and required review of appropriate safety bulletin boards.
12. Location of medical facilities and procedures for obtaining treatment.

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13. Requirements for documentation and notification of on-the-job injury or illness.
14. Individual responsibilities for insuring own safety.
15. Required use of safety belts.
16. Personnel rights.

**D. To ensure proper training** is accomplished the supervisor should establish a job safety training outline. This ensures complete and uniform training of newly assigned personnel.

**E. Non-supervisory personnel training** must be documented for all employees. The Division/Department Safety Management Book will be used to document all Safety training.

### 3.6 INVESTIGATION AND REPORTING MISHAPS

**A. Accidents involving County property** and/or personnel are investigated to:

1. Identify cause(s)
2. Recommend appropriate corrective action(s)
3. Prevent recurrence.

Accidents are reported to provide Directors and Supervisors at all levels with uniform, accurate, and complete data to support their Safety efforts. All accidents should be reported and investigated. The Monroe County Accident Investigation Form will be completed on all accidents. The First Report of Injury will be completed and forwarded to Workers Comp or Risk Management within 24 hours of the accident. The complete form should be submitted within five (5) working days. Notify the Safety Officer for investigation assistance on all major accidents.

#### **B. Accident Notification Procedure**

1. Accidents Are defined As:
  - a. Injury to County personnel.
  - b. Damage to County property including equipment, buildings, or vehicles. Injury or damage to non-County persons or property as a

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result of County operations.

c. Immediate notification of a serious accident is critical. Accident sites contain valuable information necessary for accurate investigation and the formulation of corrective actions. If the Safety Representative is not notified promptly, so they can respond, this information can be destroyed and proper corrective action cannot be determined. Therefore, it is critical that safety personnel be notified as soon as possible.

2. Accident notification procedures are established to ensure prompt and accurate notification of accidents. Your Division/Department's procedures must include instructions for reporting:

- a. Injury to County employees.
- b. Damage to County property (vehicles, equipment, buildings, etc.)
- c. Injury/damage to non-County employees/property as a result of County operations.

Procedures must include positions/telephone numbers of key personnel who will be notified in the event of an accident. The notification procedures must be posted on your safety bulletin boards and publicized to ensure personnel at all levels are familiar with reporting/notification requirements.

### **3.7 SUPERVISOR SAFETY TRAINING**

Supervisors are key people in the Safety program since they are directly responsible for safe and healthful environments in their areas. This training course is designed to give supervisors a basic working knowledge of their responsibilities for providing and maintaining a safe and healthful work environment. It also provides supervisors necessary tools for recognition, reporting, and elimination of hazards, employee safety briefings, employee motivation, mishap investigation, and other skills required to implement the Safety program. Attendees are personnel who occupy supervisory positions, and any supervisor who demonstrates a lack of Safety knowledge or initiative.

### **3.8 SAFETY REPRESENTATIVE**

#### **A. Responsibility:**

To inform the Division/Department Director of his Division/Department's Safety posture.

#### **B. Enhance Effectiveness of Safety Program**

Safety representatives must continuously look for ways to enhance their Division/Department's effectiveness. Some alternatives are safety meetings, briefings and programs geared to the Division/Department and conducted by the safety representative. It is a safety representative's responsibility to assure the Division Director and Department Heads are thoroughly aware of the invitation to participate in safety related activities.

### **C. Briefings**

It is also the safety representative's duty and responsibility to brief the Division/Department Director on all program elements and record these meetings in the Division/Department Safety Management Book.

## **3.9 DIVISION/DEPARTMENT SAFETY MANAGEMENT BOOKS**

These books are a one-source document that covers all program elements and indicates to each Division/Department Director the status of his Division/Department's Safety program. It also is a repository for correspondence and documents pertinent to program success. Safety Representatives must brief the Division/Department Director monthly to assure continuity of all program elements. It's each safety representative's responsibility to maintain the Division/Department Safety Management Book in accordance with this Manual.

## **3.10 JOB SAFETY TRAINING OUTLINES**

Job Safety, Fire Prevention and Occupational Health training must be given by supervisors to each newly assigned worker and each worker who has not previously received this training. Additional training is only given if required by a change in assignment, equipment, procedure, processes, or standards. This training will be documented on SAF-8.

The following outline contains minimum job training requirements. This outline should be supplemented by additional information to meet standards which are to a specific operation.

### **1. Hazards of the Job for office areas**

1. Filing cabinets
  - a. Close all drawers after use.
  - b. Are drawers operating properly and stops installed?
  - c. Overloading tip filing drawers (tipping over).
  - d. Location (easy access, not blocking aisles or exits).



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2. Desks
  - a. Close all drawers after use.
  - b. Protruding edges (corners) for desk coverings (glass, plastic, etc.)
3. Computer/Typewriters
  - a. Proper positioning when typing.
  - b. Insure all office equipment is serviceable (i.e., three prong electrical plugs).
4. Paper cutters

### **2. Hazards of the Work Area**

1. Noise
2. Stairs/Steps
3. Electrical
4. Handrails
5. Ventilation
6. Floors (tripping or slipping hazards)
7. Lighting
8. Parking lots

### **3. Work Specific Safety Guidelines**

1. The workplace is required to have an evacuation plan posted for quick exiting for fire and bomb threat.
2. Floors should be kept in a condition to prevent slips/trips and falls.

### **4. Personal Protective Equipment**

1. Consult applicable manuals, technical orders and OSHA Regulations.
2. If a determination or assistance is required call the Safety Officer.

### **5. Location and Use of Emergency Equipment**

1. Location of electrical equipment shut-off switches.
2. Location of fire extinguishers.
3. Evacuation plans.

**6. Emergency Procedures That Apply to The Job and Workplace**

1. Emergency medical aid and fire department assistance will be obtained as the situation dictates. The phone number of these services is **911**. (dial a “9” first).....**9-911**. Monroe County Government phone system does not coordinate with the enhanced 911 system (your address will not show up on the dispatcher’s computer.)
2. Building evacuation procedures and location of fire alarms.
3. Other as needed such as CPR, First Aid kit, etc.

**7. Reporting Unsafe Equipment, Conditions or Procedures to you Supervisor**

1. Report all unsafe equipment, conditions, or procedures in your area to your supervisor.
2. Explain Lock Out/Tag Out program.

**8. Accident Reporting Procedures**

1. The immediate supervisor will be notified as soon as possible after the occurrence of any job related injury or illness.
2. The immediate supervisor will notify the Division/Department Safety Representative. The Division/Department Safety Representative is \_\_\_\_\_
3. The Supervisor will complete an Accident Investigation First Report and forward within 24 hours of the accident.

**9. Location of Safety Bulletin Board**

1. Each safety bulletin board will be reviewed Monthly.
2. Safety bulletin board is located \_\_\_\_\_.
3. Safety bulletin board monitor is \_\_\_\_\_.

**10. Location of Medical Facilities**

## **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

1. Identify location of nearest medical facility (Emergency Room).

### **11. Documentation and Notification of on the Job Injuries or Illness**

Supervisor should know the appropriate forms to initiate when a County employee is injured on the job.

1. A Notice of Injuries Form DWC-1, must be completed and forwarded to the County Safety office through the Workers Compensation Section for personal injury on the job.
2. Form SAF-1, Accident Investigation Report, will be completed by the supervisor and forwarded to County Safety office through the Employee Workers Compensation for all injuries.

### **12. Individual Responsibilities for Ensuring Own Safety**

1. The ultimate responsibility for Safety rests with the individual.
2. Individual must comply with established Division/Department Safety directives and procedures and the Monroe County Safety Policies and Procedures.

### **13. Required Use of Seatbelts**

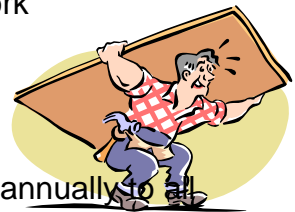
1. Seatbelt use is mandatory for all employees whenever operating or riding any motor vehicle.
2. A County motor vehicle will not be put into motion without the driver and passengers fastening their seat belts.

### **14. Personnel Rights**

1. Each employee has the right to a safe and healthful work environment.

### **15. Manual Lifting Training**

1. Supervisor must provide manual lifting training at least annually to all employees.
2. Personnel receive initial lifting training as soon as possible or within 30 days of assignment.
3. Supervisor will develop a lesson plan to conduct manual lifting training, and supplement with a training video available through the County



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Safety office.



4. Training will be documented in the Division/Department Safety Management Book.
5. The Safety Accident Review Board has recommended that all County employees that lift heavy objects regularly may voluntarily wear back support (back belt).

**16. Community Right-to Know Law:** Your employer must:

1. Inform you of the listed toxic substances in your workplace
2. Make available upon your written request a form called a "Material Safety Data Sheet" which explains the proper ties and hazards of each listed toxic substance to which you are, have been, or may be exposed in your workplace.
3. Provide instruction, within the first 30 days of employment and at least annually thereafter, on the adverse health effects of each listed toxic substance with which you work in your workplace, how to use each of these substances safely, and what to do in case of an emergency; and
4. Notify the local fire department of the characteristics and location of each listed toxic substance regularly present in the workplace.



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	<h2 style="margin: 0;">EMPLOYEE SAFETY AND HEALTH RECORD</h2>						
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 1. Name: </div> <div style="width: 35%;"> 3. Supervisor </div> </div>							
<div style="display: flex; justify-content: space-between;"> <div style="width: 50%;"> 2. Division/Dept./Section </div> <div style="width: 45%;"> 3. Supervisor </div> </div>							
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;"> 4. Job Title </div> <div style="width: 40%;"> Date Assigned </div> </div>							
6. Hazards associated with present job ( Hazardous Tasks):							
NEW EMPLOYEE SAFETY TRAINING to all employees by supervisor	<input checked="" type="checkbox"/>	<b>SPECIALIZED SAFETY TRAINING</b>	EMPL. INIT.	DATE	SUP. INIT.	<b>PERSONAL PROTECTIVE EQUIPMENT ISSUED</b>	<input checked="" type="checkbox"/>
1. Hazards of the job or tasks and safety procedures to be followed.		(Cover all assigned hazardous tasks)				1. <u>Approved</u> Eye Protection	
2. Hazards of the work areas.		1. 12 inch disk chipper				2. Head Protection	
3. OSHA Standards, purpose, location and description.		2. Drum chipping machine				3. Hearing Protection	
4. Personal Protective Equipment how, when, and where to use it.		3. Stump Grinder				4. Hand Protection	
5. Location and use of emergency and fire protection equipment.		4. Dump Truck				5. Respiratory Protection	
		5. Chain Saw				6. Foot Protection	
		6. Tree Trimming				7. Others (list)	
6. Emergency procedures that apply to their job and work place.		7. Fleet Management				Back Protection (Voluntary)	
7. Reporting unsafe equipment, conditions or procedures to supervisor immediately.		8. Lockout/tagout				<b>PERSONAL PROTECTIVE EQUIPMENT ISSUED</b>	
8. Location, submitting procedures, and purpose of hazard reporting		9. Confined Space					
9. Accident reporting procedures.		Other:					
10. Location of Safety Bulletin Board							
11. Location of nearest medical facilities and procedures for obtaining treatment.							
12. Documentation and notification of on the job illness or injury.							
13. Requirement for notice of hazard.						<b>PERSONAL PROTECTION IN WORK AREA</b>	
14. Individual's responsibilities for ensuring own safety.						1. <u>Approved</u> Eye Protection	
15. Required use of seatbelts						2. Head Protection	
16. Each employee has the right to a safe and healthful working environment.						3. Hearing Protection	
17. Manual Lifting Training						4. Hand Protection	
18. Florida Right-to-Know law (haz-mat)						5. Respiratory Protection	
19. Others. (list)						6. Foot Protection	
Hazwopper						7. Others (List)	
Supervisors Signature:		REMARKS, NOTES AND ADDITIONAL TRAINING					
Employee Signature	Date						

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### CHAPTER 4

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## **JOB SAFETY ANALYSIS (JSA)**

### **4.1 INTRODUCTION**

A job is a sequence of separate steps or activities that, when put together, accomplish a work goal. Identifying hazards and stressing safe procedures are part of job safety analysis and should be one of the first steps taken where there is a possibility of injury to the worker.

Here are the steps to follow when analyzing a job.

### **4.2 SELECT THE JOB**

Jobs suitable for a job safety analysis (JSA) are those assignments that a line supervisor may make. Operating a machine, tapping a furnace, or piling warehouse goods are all subjects for JSA. They are neither too broad nor too narrow.

Jobs should not be selected at random, those with the worst accident experience should be analyzed first if JSA is to yield the quickest possible return.

#### **A. Break The Job Down**

Before the search for hazards begins, a job should be broken down into a sequence of steps, each describing what is being done. Avoid the two common errors: (a) making the breakdown so detailed that an unnecessarily large number of steps results, or (b) making the job breakdown so general, that basic steps are not recorded.

The technique of making a job safety analysis involves these steps:

1. Selecting the right person to observe.
2. Briefing him on the purpose.
3. Observing him perform the job, and trying to break it into basic steps.
4. Recording each step in the breakdown.
5. Checking the breakdown with the employee who was observed.

Select the employee who is experienced, capable, cooperative, and willing to share ideas. This person will be easy to work with.

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If the employee has never helped on a job safety analysis, explain the purpose; to make a job safe by identifying hazards and eliminating or controlling them and show the employee a completed JSA. Reassure the employee that it is the job, and not the person that is being studied, and that the selection was based on experience and capability alone.

To determine the basic job steps, ask "What step starts the job?" Then, "What is the next basic step?" and so on.

To record the breakdown, number the job steps consecutively as illustrated in the first column of the JSA training guide, illustrated. Each step tells what is done, not how.

The wording for each step should begin with an "action" word, like "remove", "open", or "weld". The action is completed by naming the item to which the action applies.

In checking the breakdown with the worker who was observed, the supervisor should obtain his agreement about what is done and the order of the steps. The supervisor should thank the person for his cooperation.

### 4.3 IDENTIFY HAZARDS AND POTENTIAL ACCIDENTS

#### A. Begin the search for hazards

Before filling in the next two columns of the JSA-Potential Accidents or Hazards and Recommended Safe Job Procedure. The purpose is to identify all hazards both those produced by the environment and those connected with the job procedure. Each step, and thus the entire job, must be made safer and more efficient. To do this, consider these questions about each step:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the person be caught in, on, or between objects?
3. Can he slip or trip? Can he fall on the same level or to another?
4. Can he strain himself by pushing, pulling, or lifting?
5. Is the environment hazardous (toxic gas, vapor, mist, fume, or dust, slippery floor, heat, or radiation)?



**B. Close observation and job knowledge are required.**

1. Employees should repeat the job observation as often as necessary until all hazards and potential accidents have been identified.
2. Include hazards that might result. Record the type of accident and the agent involved. To note that an employee might injure a foot by dropping a fire extinguisher, for example, write down "struck by extinguisher".
3. Again check with the observed employee after the hazards and potential accidents have been recorded. The experienced employee will probably suggest additional ideas. You should also check with others who are experienced with the job. Through observation and discussion, you will develop a reliable list of hazards and potential accidents.

**4.4 DEVELOP SOLUTIONS**

Develop a recommended safe job procedure to prevent occurrence of potential accidents. The principal solutions are:

**A. Find a new way to do the job.**

To find an entirely new way to do a job, determine the work goal of the job, and then analyze the various ways of reaching this goal to see which way is safest. Consider work-saving tools and equipment.

**B. Change the physical conditions that create the hazards.**

1. If a new way cannot be found, then ask this question about each hazard and potential accident listed: "What change in physical condition (such as change in tools, materials, equipment, or location) will eliminate the hazard or prevent the accident?"
2. When a change is found, study it carefully to find what other benefits (such as greater production or time saving) will accrue. These benefits should be pointed out when proposing the change to higher management. They make good selling points.

**C. To eliminate hazards still present, change the job procedure.**

1. The third step in solving the job-hazard problem is to investigate changes in the job procedure. Ask of each hazard and potential accident listed: "What should the worker do, or not do, to eliminate this particular hazard or prevent this potential accident?" Where appropriate, ask an additional question, "How should he do it?" In most cases, these questions

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can be answered from your own experience.

2. Answers must be specific and concrete if new procedures are to be any good. General precautions "be alert", "use caution", or "be careful" are useless. Answers should precisely state what to do and how to do it. This recommendation "Make certain the wrench does not slip or cause loss of balance" is only "half good". It does not tell how to prevent the wrench from slipping.

3. In contrast, is an example of a good recommended safe procedure that tells both "what" and "how": "Set wrench securely. Test its grip by exerting a slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting full pressure. This prevents loss of balance if the wrench slips."

4. Often a repair or service job has to be repeated frequently because a condition needs correction again and again. To reduce the necessity of such a repetitive job, ask "What can be done to eliminate the cause of the condition that makes excessive repairs or service necessary?" If the cause cannot be eliminated, then ask "Can anything be done to minimize the effects of the condition?"

5. Machine parts, for example, may wear out quickly and require frequent replacement. Study of the problem may reveal excessive vibration. After reducing or eliminating the vibration, the machine parts last longer and require less maintenance.

### **D. Try to reduce the necessity of doing a job.**

Try to reduce the necessity of doing a job or at least the frequency that it must be performed. This is particularly helpful in maintenance.

1. This fourth step, reducing frequency of a job, contributes to safety only in that it limits the exposure. Every effort still should be made to eliminate hazards and to prevent potential accidents through changing physical conditions or revising job procedures or both.

2. Finally, check or test the proposed changes by re-observing the job and discussing the changes with the men who do the job. Their ideas about the hazards and proposed solutions may be of considerable value. They can judge the practicality of proposed changes and perhaps suggest improvements. Actually these discussions are more than just a way to check a JSA. They are safety contacts that promote awareness of job hazards and safe procedures.

#### **4.5 BENEFITS OF A JOB SAFETY ANALYSIS (JSA)**

- A. Give individual training in safe, efficient procedures**
- B. Make employee safety contacts**
- C. Instruct the new personnel (Use JSA for initial training)**
- D. Prepare for planned safety observations**
- E. Review job procedures after accidents occur**
- F. Study jobs for possible improvement in job methods**
- G. Identify hazards and necessary personal protection equipment**
- H. Provide information necessary to develop job safety briefing guide**

#### **4.6 DAILY BRIEFING GUIDE AND OPERATOR'S CHECKLIST**

##### **A. Job Safety Daily Briefing**

For each JSA an accompanying Job Safety Daily Briefing Guide should be developed. This briefing guide will be used by the supervisor to brief hazards, proper procedures and required protective equipment to employees prior to starting a job.

##### **B. Operators Checklist**

An Operator's Checklist can be written to ensure proper procedures are followed. This will protect personnel and equipment. This checklist can be placed right on the equipment for daily use and an abbreviated checklist can be made wallet size for each operator.

#### **4.7 SAFETY PROGRAM**

Copies of each completed JSA along with the Job Safety Daily Briefing Guide should be sent to the Safety office for review and comment. Each JSA on a critical task should be reviewed annually to verify currency.

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## 5. ACCIDENT INVESTIGATION

### 5.1 INTRODUCTION

Accident: An unplanned event that interrupts the completion of an activity.

### 5.2 PURPOSE

All accidents, no matter how minor, should be reported. Even if there was no property damage or injury, a near miss that had the potential for a serious accident should be reported. This does not mean that all accidents and near misses have to be fully investigated. But when there is a good accident reporting system, it will show trends and patterns which can be used to prevent serious accidents. Accident reports will also improve awareness and establish costs.

### 5.3 WHO INVESTIGATES:

All accidents will be investigated by the supervisor. This section of the safety program should be reviewed for every accident investigation to help identify root causes and appropriate corrective actions.

### 5.4 INVESTIGATION PROCESS

- A. **Safe to Enter Area:** Ensure no hazard still exists that may cause further injury or property damage before entering the area of the accident.
- B. **Medical Attention:** Ensure injured personnel receive first aid and call an ambulance as soon as possible if required.
- C. **Secure the Area:** Keep unauthorized personnel out of the area to prevent other injuries and protect evidence.
- D. **Identify Witnesses:** Get names, addresses and phone numbers of all witnesses. A valuable witness does not necessarily have to have seen the accident. Someone who has knowledge of pre-accident conditions or saw the victim before the accident could have important information for the investigation.
- E. **Develop Visual Aids:** Take photographs and measurements; make sketches.
- F. **Procure hard Evidence:** Search the accident scene for evidence. Collect and save hard evidence for further evaluation.
- G. **Review Records and Reports**
  - 1. Check for training documentation

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2. Review for timeliness, applicability and content
3. Review maintenance records
4. Review inspection reports

### **H. Conduct Interviews**

1. As soon as possible
2. Write down key questions before starting
3. When feasible conduct interviews at the scene
4. Interview witnesses privately
5. State the purpose of the interview: prevention
6. Ask for their version of what happened
7. Listen to witness, don't interrupt
8. Discuss ideas on prevention
9. Close positively, thank the individual

### **I. Write the Report**

1. Identify the source of injury/damage. What object or substance caused the injury/damage. What part of the object caused the injury/damage and how? Identify the chemical or liquid. Identify the motion if it caused the injury/damage.
2. Identify unsafe acts. In most accidents an unsafe act occurs and should be identified. Unsafe acts are symptoms of underlying root causes.
3. Identify specific hazardous conditions, environment, people or management system that could be a contributing factor.

ROOT CAUSES of accidents usually fall under one of the following categories:

- Inadequate training
- Poor enforcement
- Failure to inspect

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- No written job specifications/procedures
  - Dubious purchasing methods
  - Employee selection is questionable
4. Identify expert assistance where needed. An engineering analysis of structural strength or an analysis of the dynamics may be required. An unknown substance may need identifying. Contact your Safety Representative or the Monroe County Safety officer for help.
5. Consolidate all information. Put all information together and accurately reconstruct the accident. Go through each phase: conditions before the accident, events steps during the accident sequence, and conditions after the accident. Identify what could have prevented the accident in each phase.
6. Develop corrective/preventative actions. The main purpose of the investigation is to prevent it happening again.
7. Complete the Accident Investigation Report. Follow instructions on the back of the form; fill in all sections (N/A or none where appropriate). Avoid using jargon or acronyms that may not be understood by reviewers of the report. Use extra sheets of paper. A thorough report, in most cases, will not fit on the report form. All Accident Investigation Reports will be reviewed by the Safety Officer. Any comments and recommendations by the Safety Officer will be returned to the supervisor that completed the report. Excellent reports will be recognized.
- NOTE: Accidents that are prevented eliminate the need for an investigation and report. Let's concentrate on preventing accidents.
8. Follow-up. Make sure corrective actions are accomplished and are effective. Schedule inspections.

### **J. Accident Costs**

Direct (obvious) costs are only a small fraction of the total costs of an accident. Indirect (hidden) costs account for three to seven times the direct costs. Actual costs include all or part of the following:

- Medical compensation
- Hospital medical costs
- Property/equipment damage
- Equipment down time
- Lost efficiency
- Investigation/report time (supervisor and others)
- Scrap/rework



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- Overtime premium
- Training for new personnel
- Management time to review reports
- Clerical time spent on accident
- Time paid to injured employee
- Other employees' time
- Costs associated with light duty
- Insurance costs
- Public liability claims
- Cost of renting equipment
- Medical costs not covered by Workers Compensation insurance

### **5.5 CAUSAL FACTORS AND POSSIBLE CORRECTIVE ACTIONS**

#### **A. Hazardous Condition As a Contributing Factor**

1. Defect in Equipment: Review procedure for inspecting, reporting, maintaining, repairing, replacing, or recalling defective equipment/tool/material used.
2. Hazardous conditions not recognized: Perform job safety analysis. Improve employee ability to recognize existing or potential hazardous conditions. Provide test equipment, as required, to detect hazard. Review any change or modification of equipment/tool/material.
3. Hazardous Condition Not Reported: Train employees in reporting procedures. Stress individual acceptance of responsibility.
4. Employees Not Informed of Hazardous Condition and Unfamiliar with Interim Avoidance Procedures: Review job procedures for hazard avoidance. Review supervisory responsibility. Improve supervisor-employee communications.
5. No Equipment Inspection Procedure to Detect the Hazardous Condition: Develop and adopt procedures to detect hazardous conditions. Conduct test.
6. Existing Equipment Inspection Procedures Did not Detect the Hazardous Condition: Review procedures. Change frequency or comprehensives. Provide test equipment as required. Improve employee ability to detect defects and hazardous conditions. Change job procedures as required.
7. Incorrect Equipment, Tool or Material Used: Specify correct equipment, tool, material in job procedures.

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8. Correct Equipment, Tool or Material Not Readily Available: Provide correct equipment, tool or material. Review purchasing specifications and procedures. Anticipate future requirements.
9. Employees Unsure Where to Obtain Required Equipment, Tool or Material: Review procedures for storage, access, delivery, or distribution. Review job procedures for obtaining equipment/tool/material.
10. Substitute Equipment, tool or Material Used in Place of Correct One: Provide correct equipment, tool or material. Warn against use of substitutes in job procedures and in job instruction.
11. Design of the Equipment or Tools Create Operator Stress or Encouraged Operator Error: Review human factors engineering principles. Alter equipment or tool to make it more compatible with human capability and limitations. Review purchasing procedures and specifications. Check out new equipment and job procedures involving new equipment before putting into service. Encourage employees to report potential hazardous conditions created by equipment design.
12. General Design or Quality of the Equipment or Tool Contributed to a Hazardous Condition: Review criteria in codes, standards, specifications, and regulations. Establish new criteria as required.

### **B. Environment As a Contributing Factor**

1. Location and Position of Equipment, Material or Employee Contributed to a Hazardous Condition: Perform job safety analysis. Review job procedures. Change the location, position, or layout of the equipment. Change position of employee. Provide guardrails, barricades, barriers, warning lights, signs, or signals.
2. Hazardous Condition Not Recognized: Perform job safety analysis. Improve employee ability to recognize existing or potential hazardous conditions. Provide test equipment, as required, to detect hazard. Review any change or modification of equipment, tools or materials.
3. Hazardous Condition Not Reported: Train employees in reporting procedures. Stress individual acceptance of responsibility.
4. Employees Not Informed of Hazardous Conditions and or With Interim Avoidance Procedure: Review job procedures for hazard avoidance. Review supervisory responsibility. Improve supervisor-employee communications. Take action to remove or minimize hazard.
5. Employees Not Supposed to be in the Vicinity of the Equipment or

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Material: Review job procedures and instruction. Provide guardrails, barricades, barriers, warning lights, signs, or signals.

6. Hazardous Condition Was Created by the Location of the Equipment or Material Not Visible to Employees: Change lighting or layout to increase visibility of equipment. Provide guardrails, barricades, barriers, warning lights, signs or signals, floor stripes, etc.

7. Insufficient Workspace: Review workspace requirements, modify as required.

8. Environmental Conditions a Contributing Factor: Monitor, or periodically check, environmental conditions as required. Check results against acceptable levels. Initiate action for those found unacceptable.

### **C. People: As a Contributing Factor**

1. No Written or Known Procedure (Rules) for the Job: Perform job safety analysis and develop safe job procedure.

2. Job Procedures Did Not Anticipate the Factors That Contributed to the Accident: Perform job safety analysis and change job procedure.

3. Employees Did Not Know the Job Procedure: Improve job instruction. Train employees in correct job procedures.

4. Employee Deviated From the Known Job Procedure: Review employee requirements for the job. Improve employee selection. Remove or transfer employees who are temporarily, either mentally or physically, incapable of performing the job.

5. Tasks In Job Procedures Were Too Difficult to Perform (For Example Excessive Concentration or Physical Demands): Change job design and procedures.

6. Job Structure Encourages or Requires Deviation From Job Procedures (Fore Example Incentive, Piecework, Workplace): Change job design and procedures.

### **D. Personal Protective Equipment (PPE)**

1. Appropriate PPE Not Specified for the Task or Job: Review methods to specify PPE requirements.

2. Appropriate PPE Not Available: Provide appropriate PPE. Review purchasing and distribution procedures.

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3. Employees Do Not Know How to Use and Maintain PPE: Improve job instruction.
4. PPE Not Used Properly When Injury Occurred: Determine why and take appropriate action. Implement procedures to monitor and enforce use of PPE.
5. PPE Not Adequate: Review PPE requirements. Check standards, specifications, and certification of the PPE.
6. Emergency Equipment Not Readily Available: Install emergency equipment at appropriate locations.
7. Emergency Equipment Not Properly Used: Incorporate use of emergency equipment in job procedures.
8. Emergency Equipment Functioned Improperly: Establish inspection/monitoring system for emergency equipment. Provide for immediate repair of defects.

### **E. Management Systems As a Contributing Factor**

1. Failure By Supervisor to Detect, Anticipate or Report Hazardous Condition: Improve supervisor capability in hazard recognition and reporting procedures.
2. Failure By Supervisor to Detect or Correct Deviations From Job Procedure: Review job safety analysis and job procedures. Increase supervisor monitoring. Correct deviations.
3. No Supervisor and Employee Review of Hazards and Job Procedures for Tasks Performed Infrequently: Establish a procedure that requires a review of hazards and job procedures (preventive actions) for tasks performed infrequently.
4. Supervisor's Responsibility and Accountability Inadequately Defined and Understood: Define and communicate supervisory responsibility and accountability. Test for understandability and acceptance.
5. Supervisor Inadequately Trained to Fulfill Assigned Responsibility in Accident Prevention: Train supervisors in accident prevention fundamentals.
6. Failure to Initiate Corrective Action For Known Hazardous Condition That Contributed to the Accident: Review management safety policy and

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level of risk acceptance. Establish priorities based on potential severity and probability of recurrence. Review procedure and responsibility to initiate and carry out corrective actions. Monitor progress.

### **5.6 DETERMINING PREVENTABILITY OF VEHICLE ACCIDENTS**

Listed below are a series of questions that may be used in determining preventability. Additional questions may be needed and used to suit local conditions provided a uniform procedure is followed in all cases. It is important that every decision be made on the basis of facts with impartiality and fairness.

#### **A. Intersection Accidents**

1. Did the employee approach the intersection at a safe speed for the condition?
2. Was the employee prepared to stop before entering the intersection?
3. At a blind corner did the employee pull out slowly, ready to shift his/her right foot to the brake pedal?
4. Did the employee make sure the other driver would stop for a traffic light or stop sign?
5. Did the employee obey all traffic signs?
6. Did the employee signal well in advance of his/her change in direction?
7. Did the employee turn from the proper lane?
8. Was the employee alert for the turns of other vehicles?
9. Did the employee avoid overtaking and passing in the intersection?
10. Did the employee refrain from jumping the starting signal or riding through the caution light?

#### **B. Rear End Collision**

1. Was the employee maintaining the safe following distance, namely one (1) car length for every ten (10) miles per hour of travel? (This distance should be doubled at night and doubled again in wet weather.)
2. Was the employee keeping his/her eyes and mind ahead of the car in front?

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3. Did the employee approach the green traffic light cautiously expecting the driver ahead to stop suddenly on the signal change?

4. Did the employee keep from skidding?

### **C. Backing Accidents**

1. Did the employee have to park so close to the car ahead as to require backing to leave the parking space?

2. Was it necessary to drive into the narrow street, dead end alley, or driveway from which the employee backed?

3. If the employee could not see where they were backing did the employee use proper precaution?

a. Did the employee look all around the vehicle before getting in?

b. Did the employee back immediately after looking?

c. Did the employee use his/her horn while backing?

d. Did the employee look to the rear without depending on the rear vision mirror?

e. If the distance was long, did the employee stop, get out, and look around occasionally?

4. Did the employee back slowly?

5. Did the employee judge his backing clearance accurately?

### **D. Pedestrians**

1. Did the employee drive through congested sections, expecting that pedestrians would step in front of his/her car?

2. Was the employee prepared to stop?

3. Did the employee keep as much clearance between his/her vehicle and parked cars as safety permitted?

4. Did the employee refrain from passing vehicles that had stopped to allow pedestrians to cross?

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5. Did the employee refrain from jumping the starting signal or riding through the caution light?
6. Was the employee aware of groups of children and were they prepared to stop if one ran into the street?
7. Did the employee give all pedestrians the right-of-way?
8. Did the employee refrain from passing school buses which were stopped?

### **E. Pulling From The Curb**

1. Did the employee look front to rear for approaching and overtaking traffic immediately before starting to pull out?
2. Did the employee look back rather than depend upon rear vision mirror?
3. Did the employee signal before pulling from the curb?
4. Did the employee start out only when his/her action would not require traffic to change its speed or direction in order to avoid him/her?
5. Did the employee continue to glance back as they pulled out?

### **F. Skidding**

Was the employee keeping at least twice the safe following distance for dry pavement - one car length for every 10 mph of speed?

### **G. Parked**

1. Was the employee parked on the right side of the road?
2. Was it necessary to park near the intersection?
3. Did the employee have to park on the travel part of the highway, on a curve or on a hill?
4. Where required, did the employee warn traffic by flag or flare?
5. Did the employee park parallel to the curb?
6. Was it necessary to park so close to the alley or directly across from the driveway?

**H. Head-On Collisions**

1. Was the employee on his/her side of the road?
2. Did the employee take proper evasive actions?
3. Was the employee's speed too great for conditions?
4. Was the employee's vehicle under control?

**I. All Others**

1. Could the employee have done anything to avoid the accident?
2. Was the employee's speed safe for conditions?
3. Did the employee obey all traffic signals?
4. Was the employee's vehicle under control?
5. Had the employee followed the routing and delivery instructions?
6. Did the employee call in for help when in doubt?
7. Did the employee report this accident as soon as they returned?
8. If involved in a high speed chase, did the employee have his/her siren, blue lights, flashers and headlights on?
9. Did the employee follow all office policies?
10. Has this employee been involved in other auto accidents in the past 36 months?
11. Did the employee secure all information necessary for a thorough investigation of this accident?



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## 6. HAZARDOUS MATERIALS SAFETY PROGRAM

### 6.1 HAZARDOUS PROPERTIES

- A. TOXIC:** A great many chemicals are toxic. If allowed to enter the body through the nose, mouth, or skin, they can make you sick. Fumes, dust, and vapors from toxic materials can be especially harmful because they can be inhaled and pass quickly from the lungs into the blood.
- B. CORROSIVE:** Materials like strong acids and bases can eat right through other substances including your clothing. If splashed on the skin or eyes, they can cause serious burns. Some of these materials form poisonous gases.
- C. EXPLOSIVE:** Some materials can explode when they are exposed to heat or flame. Included in this category are materials like flammable liquids and compressed gases
- D. FLAMMABLE:** This category includes all materials that catch fire easily, burn rapidly, spread quickly, and give off intense heat. Many materials used and stored in the workplace are flammable, including many solvents and lubricants.
- E. REACTIVE:** These materials can burn when exposed to air or water and some when mixed with other substances. Reactive materials don't have to be near heat or flames to burn. They burn SPONTANEOUSLY and can also give off hazardous vapors.

### 6.2 WHEN WORKING WITH HAZARDOUS MATERIALS

- A. PAY ATTENTION TO WARNING SIGNS:** They tell you hazardous materials are present and what you should and shouldn't do around them. Make sure you pay attention to these signs.
- B. READ ALL LABELS CAREFULLY:** You should always read the labels on the containers of materials you handle. If no label is present, do not use the material until you've learned the necessary safety precautions.
- C. GET ADDITIONAL INFORMATION WHEN IN DOUBT:** Because not all labels provide you with all the information you may need, you should turn to the Material Safety Data Sheet (MSDS) for that chemical for vital information about the hazardous materials in your work area. The MSDS's shall be placed in an open and obvious area for all employees to review as needed your supervisor can tell you where to find the MSDS you need.

### 6.3 A MATERIAL SAFETY DATA SHEET (MSDS) INFORMATION

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- A. IDENTIFY:** The first section of the MSDS tells you the name of the chemical. This is the same name that's on the container's label.
- B. HAZARDOUS INGREDIENTS:** This section tells you the chemical names for all the substances that make up this particular hazardous material.
- C. PHYSICAL/CHEMICAL CHARACTERISTICS:** Another section provides additional important information concerning the material's appearance and odor of the material, its boiling point, vapor pressure, vapor density, solubility in water, melting point, and evaporation rate.
- D. FIRE AND EXPLOSION HAZARDS:** The MSDS will also tell you when the material might catch fire or explode and what you can do to deal with these hazards. Special instructions are included here.
- E. REACTIVITY:** Some materials can burn or explode when exposed to air or water--or when mixed with other substances. These materials are reactive, and this section tells you the conditions under which these materials become dangerous, so that you can avoid exposing the material to these conditions.
- F. HEALTH HAZARDS:** This is another very important section, because it tells you how the hazardous material could harm you. It tells you the symptoms of exposure and the emergency first-aid procedures to use in case of overexposure.
- G. PRECAUTIONS FOR SAFE HANDLING AND USE:** Perhaps most important of all, this section contains detailed instructions for safe handling of the substance. It tells you how to store, move, and use these materials. In addition, this section tells you what to do in case of a spill or leak.
- H. CONTROL MEASURES:** This section tells you what personal protective equipment to use when working with the material. It also lists safe work procedures and tells you how to clean up after working and before eating so that the material won't harm you or contaminate your food.
1. There should be an MSDS for every hazardous materials in your workplace. Each MSDS provides you with valuable information about protecting yourself and your coworkers when working with or near the material. Make sure to read the MSDS for each hazardous material in your workplace and find out everything you need to know to work safely with these materials.
  2. Ask Questions If You Don't Understand. If after reading the warning label and the MSDS, you still have questions don't let them go unanswered! Ask your supervisor to explain.

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Ask your supervisor, whenever...

- a. You're in doubt about the proper procedures for handling or use.
- b. You're not sure what safety equipment to use or what other precautions to take.
- c. You don't completely understand the safety rules.

### **I. How To Protect Your Health:**

1. Use the protective equipment required by your employer and use it properly and routinely.
2. Keep tools and work areas clean.
3. Keep work clothes clean and make sure they are in good condition. (Holes and tears allow chemicals to come in contact with the skin.)
4. Never wear clothes or safety equipment that has been contaminated by hazardous materials.
5. Remove contact lenses when entering work areas where chemical vapors may be present.
6. Wash according to instructions if any hazardous material splashes on you.
7. Always wash before applying makeup or lotion, and before putting on rubber gloves.
8. Wash at the end of your shift.
9. Smoke, eat or drink only in designated areas NEVER around hazardous materials. And be sure to wash hands first.
10. Dispose of all chemicals, contaminated rags, etc. according to required procedures usually into a covered container for daily disposal. But never assume that any covered trash container is to be used.
11. Clothing worn while handling hazardous materials should never be mixed with home laundry.
12. Overexposure to hazardous materials can:
  - Make you feel dizzy.

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- Make you sick to your stomach.
- Make your eyes, nose, and throat irritated.
- Give you skin rashes.
- Make you feel especially nervous, agitated, or sluggish.

If you feel any of these symptoms while working with or near hazardous materials notify your supervisor immediately.

### J. Chemicals In The Eyes

1. Don't rub the eye(s).
2. Hold the eyelid(s) open and flush eyes with clean water. Continue for 15 to 20 minutes.
3. Be careful not to contaminate the other eye.

### K. Chemicals On The Skin

1. Flush burned area thoroughly with lukewarm water for at least 5 minutes. Be sure to wash chemical away completely.
2. Remove clothing and jewelry from burn area. If clothing sticks to burn, do not try to remove it.
3. Seek further medical attention.

### L. Ingestion

Induce vomiting **only** if instructed by MSDS. When chemicals have been swallowed, making the victim vomit may or may not be the right thing to do. Be prepared ahead of time by checking the MSDS for all chemicals in your work area.

Get immediate medical attention.

### M. Clothing On Fire

1. **STOP** moving around.
2. **DROP** to the ground with your arms across your chest.
3. **ROLL** on the ground in a rug or blanket if possible.

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4. **COOL** burns with clean water. Never cover them with butter or grease. Chemical burns should receive immediate medical attention.

For specific first aid procedures for particular hazardous materials, read the emergency instructions on the MSDS.

Report all injuries to your supervisor and get further medical attention as soon as possible.

### 6.4 WORKING WITH HAZARDOUS MATERIALS

- A. **Make sure hazardous materials are properly stored** according to company rules.
- B. **Do not store materials in:** aisles, or where they are blocking exits.
- C. **Make sure all containers are stored with labels showing.**
- D. **Make sure flammable and combustible materials are not stored near a heat source.**
- E. **Check for adequate ventilation.**
- F. **Eat, drink and smoke only in designated areas.**
- G. **Double-check all containers and hoses** to make sure they are not leaking.
- H. **Keep containers closed** when not in use.
- I. **Make sure all lids or caps are tightly closed** before storing.
- J. **Be alert to** unusual odors, hidden leaks etc.
- K. **Report missing labels, damaged containers,** etc. to your supervisor.
- L. **Never try to do a job you are not authorized to do.**
- M. **Get help** from your supervisor or a coworker if you need it.
- N. **Clean up all spills** immediately following established procedures and using approved cleanup materials.
- O. **Clean up your work area** and any tools you have used.

## 6.5 HAZARD EVALUATION

### A. What Is Hazard Determination

Chemical manufactures and importers are required to evaluate the chemical produced in their workplaces or imported by them to determine if they are hazardous. Hazard determination procedures must be in writing and made available upon request to employees, NIOSH and OSHA.

### B. Written Procedures

When you document your hazard evaluation procedures, you should address the following:

1. The Person responsible for evaluating the chemicals.
2. The sources of information consulted.
3. Criteria used to evaluate the studies.
4. A plan for reviewing information to update the MSDS's, if new and significant health information is found.

These written procedures may be incorporated into the written hazard communication program.

### C. What Is Regulated?

Any substance that presents a physical or health hazard, as defined by OSHA, is considered regulated under the Hazard Communication Code. There are about 1,200 chemicals.

**IMPORTANT:** a substance may still be regulated even though it is not on any list.

### D. Hazard Determination

1. Sources of Hazardous Chemicals:
  - a. Dept. of Labor and Employment Security, Division of Safety, Florida Administrative Code, Chapter 38I-30 Toxic Substances In the Workplace
  - b. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA

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c. Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH) (latest edition)

2. Sources of Carcinogenic Chemicals:

a. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA

b. National Toxicology Program (NTP)

c. International Agency for Research on Cancer (IARC) Monographs.

### **E. What is Exempt**

With the Hazard Communication Standard, OSHA is attempting to reduce occupancy related illnesses and workplace exposures to hazards. The agency does not want to duplicate the efforts of other government agencies, therefore, a number of exemptions have been established under this standard.

1. Any hazardous waste, defined as regulated under RCRA
2. Tobacco or tobacco products
3. Wood or wood products, the standard was not intended to cover desks, chairs or doors if you have wood treated with formaldehyde and glueing or cutting it, this wood would be regulated.
4. Foods, drugs, cosmetics or alcoholic beverages in a retail establishment which are packaged for sale to consumers or are intended for personal consumption by employees while in the workplace.
5. Any consumer product which is used in the workplace in the same manner as normal consumer use and which use results in exposure which is no greater than exposures experienced by consumers.
6. Any drug when it is in solid final form for patient use
7. Articles - a manufactured item which are formed to a specific shape of design during manufacture, has an end use function dependent upon its shape or design, and must not release or expose a hazardous chemical under "normal conditions of use".
8. Mixtures - if the mixture has been tested as a whole, the results of such testing shall be used to determine whether it is hazardous. If the mixture has not been tested and it contains 1% or more of an ingredient



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that is listed as a health hazard or 0.1% of an ingredient listed as a carcinogen.

### **6.6 LABELS**

#### **A. Purpose of Labels**

The purpose of labels on hazardous chemicals or on products containing them;

1. Is to warn about potential danger or significant risk. Labels are not intended to be either the sole source of information regarding the nature or identity of hazardous chemicals in the workplace.
2. OSHA's purpose for labels is that they serve as an immediate warning and as a reminder of the more detailed information provided in other formats (posters, MSDS's, notices, written programs etc.)
3. The Hazard Communication Standard contains specific labeling requirements. Labeling must be done on all hazardous chemicals that are shipped and that are used in the workplace. 29 CFR 1910.1200(f). This standard requires identity and hazard information.
4. The two most common systems of labeling are the NFPA and HMIS system. There is no one form of label mandated by this standard.

#### **B. Labels On Shipped Containers**

Chemical manufactures, importers and distributors must make sure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked with the following information:

1. Identity of the hazardous chemical.
2. Appropriate hazard warnings.
3. Name and address of the chemical manufacturer, importer or other responsible party.

#### **C. Labels on In-Plant Containers**

Employers shall ensure that each container of hazardous chemical in the workplace is labeled, tagged or marked with the following information:

1. Identity of the hazardous chemical
2. Appropriate hazard warnings.

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3. Remember, labeling responsibilities for the employer are minimal. The majority of containers arrive already labeled. However there are several situations where you may need to label.

- a. If an employee breaks down the received quantity into smaller containers for ease of handling.
- b. If the containers of chemicals were purchased long ago
- c. If a label falls off or is unreadable.

### D. What is a Hazard Warning?

The Hazard Communication Standard covers two types of hazards: physical and health hazards. The hazard warning (which must be on both shipped and in-plant containers) must convey the hazard of the chemical. This is intended to be specific information regarding the hazard.

#### 1. CHART A HAZARD CATEGORIES

##### HEALTH HAZARDS

Carcinogenic  
Acutely toxic  
Chronically toxic  
Reproductive toxin  
Irritant  
Corrosive  
Sensitizer  
Hepatotoxins  
Nephrotoxins  
Neurotoxins

##### PHYSICAL HAZARDS

Combustible liquids  
Compressed gas  
Compressed gas  
Flammable  
Organic peroxide  
Oxidizers  
Pyrophorics  
Unstable (reactive)  
Water-reactive

##### Health Hazards (cont.)

Agents which damage the lungs,  
skin, eyes, or mucous membranes

Agents which act on the  
hematopoietic system

The specific target organ effect should be part of the hazard warning. If the substance attacks the lungs skin or the brain it must be indicated.

A warning of carcinogenicity (cancer causation) is required under certain circumstances.

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### 2. CHART B TARGET ORGAN EFFECTS

- a. Hepatotoxins ..... Chemicals which produce liver damage  
Signs and Symptoms .... Jaundice; liver enlargement  
Chemicals ..... Carbon tetrachloride, nitrosamines
- b. Nephrotoxins ..... Chemicals which produce kidney damage  
Signs & Symptoms..... Edema; proteinuria  
Chemicals ..... Halogenated hydrocarbon;
- c. Neurotoxins ..... Chemicals which effect nervous system  
Signs and Symptoms .... Narcosis; behavioral changes; decrease  
motor functions  
Chemicals ..... Mercury; carbon disulfide.
- d. Agents which act on the  
blood system ..... Decrease hemoglobin function, deprive  
body tissue of oxygen  
Signs & Symptoms..... Cyanosis; loss of consciousness  
Chemicals ..... Carbon monoxide; cyanides.
- e. Agents which damage the  
lungs ..... Chemicals which irritate or damage the  
pulmonary tissue  
Signs and Symptoms ... Cough; tightness in chest; shortness of  
breath  
Chemicals ..... Silica; asbestos
- f. Reproductive toxins .... Chemicals which affect the  
reproductive capabilities including  
chromosomal damage (mutations) and  
effects on fetuses (teratogenesis)  
Signs & Symptoms..... Birth defects; sterility  
Chemicals ..... Lead, DBCP
- g. Cutaneous hazards ..... Chemicals which affect the dermal layer  
of the body  
Signs and Symptoms .... Defatting of the skin; rashes, irritation  
Chemicals ..... Kenton's, chlorinated compounds
- h. Eye hazards ..... Chemicals which affect the eye of visual  
capacity  
Signs & Symptoms..... Conjunctivitis; corneal damage  
Chemicals ..... Organic solvents; acids

## **E. Labels on Solid Metals**

Many times a solid metal is exempt from labeling because it is considered an article, based on its downstream use. However, if the end use of the metal results in hazardous chemical exposure to the employees working with it, then it is not an article and must be labeled.

## **F. Substance Specific Requirements For Labeling**

OSHA has developed specific health standards for twenty-one substances. These standards are located in 29 CFR 1001-1101, Subpart Z with required handling methods, protective clothing, etc. Many of the standards require specific label requirements, which take precedence over the label requirements of the Hazard Communication Standard.

Department of Labor and Employment Security, Division of Safety, Florida  
Administrative Code Chapter 381-40 Asbestos Management Program (enclosed)

If Monroe County employees work with any of the following substances, be sure to check the Subpart Z requirements.

- 2-Acetylaminofluorene
- Acrylonitrile
- 4-Aminodiphenyl
- Asbestos, trampoline, anthrophyllite, and acinolite
- Benzene
- Benzidine
- bis-Chloromethyl ether
- Coal tar pitch volatiles
- Coke oven emissions
- Cotton Dust
- 1,2-dibromo-3-chloropropane
- 3,3 -Dichlorobenzene
- 4-Dimethylaminoazobenzene
- Ethylene oxide
- Ethyleneimine
- Inorganic arsenic
- Lead
- Methyl chloromethyl ether
- alpha-Naphthylamine
- beta-Naphthylamine
- 4-Nitrobiphenyl
- N-Nitrosodimethylamine
- beta-Propiolactone
- Vinyl chloride

### **G. Portable Container Exemption**

There is an exception from labeling requirements for portable containers. A portable container is one which is filled from a labeled container by an employee who uses it immediately (during one work shift), no labeling is required in this case.

### **H. Alternatives to Labeling Containers**

OSHA does provide alternatives for hard to label containers. Supervisors may use signs, placards, process sheets, batch tickets, etc.

### **I. The Role of DOT Labels**

The Department of Transportation (DOT) has detailed requirements for the marking of containers of shipped hazardous chemicals. OSHA labels used on shipping containers must not conflict with these requirements.

### **J. National Fire Protection Association (NFPA)**

The National Fire Protection Association (NFPA) has a marking system that it developed in 1961 intended to provide basic information for emergency personnel, so they can better evaluate what fire fighting techniques to employ.

There are three categories of hazards identified by the NFPA system - health, flammability and reactivity. The degree of severity is indicated numerically by five divisions ranging from "zero(0) - no special hazards" to "four (4) - severe hazards."

The diamond shaped label contains four colored squares, with a number appearing in each square. Besides having a blue square indicating health hazard, a red square representing flammability and reactivity symbolized by a yellow square. A fourth square indicates a "special hazard," such as unusual reactivity with water. The usual symbol for alerting fire fighting personnel to the possible hazard of using water is the letter "W" with a line through the center.

### **K. Hazardous Materials Identification System**

Another system is the Hazardous Materials Identification system (HMIS). This system was developed by the National Paint and Coatings Association (NPCA). Thousands of substances are used in these products, many of which are toxic or require some special precaution in their handling. This system is to inform employees of the hazards encountered in the performance of their jobs and to promote the safe use of those hazardous substances.

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The HMIS label and signs provide information on:

1. Chemical identity - may be chemical or common name
2. Degree of acute health, flammability and reactivity hazards - each label contains three colored horizontal bars; blue for health, red for flammability a yellow for reactivity and each with its separate numerical coding. The degree of hazard is expressed in numerical rating (like NFPA) on a scale of 0 to 4, with 0 denoting a minimal hazard, 4 a severe hazard.
3. Proper personal protective equipment:  
A white bar at the bottom of the label contains a letter representing one or more personal protective devices that must be used when handling that substance.
4. Chronic health hazards

### **L. Exemptions to the Labeling Requirements**

OSHA does not want to duplicate what other agencies have established, requiring two labels that accomplish the same thing. Therefore, there is no labeling required under the HAZARD COMMUNICATION CODE for the following chemicals:

1. Any pesticide, labeled under Federal Insecticide, Fungicide and Rodenticide Act.
2. Any food, food additive, color additive, drug, cosmetic, medical or veterinary device labeled under the Federal Food, Drug and Cosmetic Act.
3. Any alcoholic beverage intended for non-industrial use labeled under the Federal Alcohol Administration Act.
4. Any consumer product or hazardous substance labeled under the Consumer Product Act.

NOTE: There is a "gray" area where you must use common sense. The rule of thumb is if the employee has the same degree of exposure to the chemical as he would have at home, do not worry about it. EXAMPLE: if an employee uses a cleanser to clean a sink twice a week that would be normal consumer exposure. However, if the employee is involved with cleaning every day, several hours a day, that would be beyond a consumer exposure and the supervisor must deal with the cleanser as a hazardous chemical.

## **M. Posters in the Workplace**

Under the Hazard Communication Standard there are no poster requirements. However, Florida-Right-to-Know act requires posters as an effective way to communicate several kinds of information to employees. This information includes the following responsibility as an employer.

1. Inform an employee of the listed toxic substances in the workplace.
2. Make available upon written request a form called a "Material Safety Data Sheet" which explains the proper ties and hazards of each listed toxic substance to which an employee, has been or may be exposed to in the workplace.
3. Provide instruction, within the first 30 days of employment and annually thereafter on the adverse health effects of each listed toxic substance with which an employee works with in your workplace, how to use each of these substances safely and what to do in case of an emergency.

## **6.7 EMPLOYEE TRAINING PROGRAM**

Under the Hazard Communication Standard, Monroe County must establish a training and information program for all employees routinely exposed to hazardous chemicals in their work area. This training must be provided at the time of initial assignment and whenever a new hazard is introduced into their work area. The regulations for training can be found in 29 CFR 1910.1200 (h)

Training serves to explain and reinforce the information presented to employees through labels and MSDS's. The use of labels and MSDS's will only be successful when workers understand the information presented and are aware of the actions to be taken to avoid or minimize exposure and the occurrence of adverse effects.

It is the goal of Florida-Right-to-Know and HAZARD COMMUNICATION CODE training to increase the employees knowledge of the chemicals they handle, so that they can handle them in a safe manner. If the training accomplishes that goal, Monroe County will have met OSHA's goal.

### **A. The Hazards Communication Standard (HCS)**

Employees must be informed of the existence of the HCS, what the standard requires and what it will do for them. The purpose of the HCS is to ensure that the hazards of all chemicals produced are evaluated and that information concerning these hazards is transmitted to both employers and employees. This information is transmitted through a safety training program that includes:

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1. Monthly safety training meetings
2. Initial training of use of chemicals upon employment
3. Whenever a new hazard is introduced into the work area
4. Reading and reviewing labels
5. Reading and understanding the components of a MSDS
6. Provide MSDS's where and employees can easily find and review.

### **B. Terminology**

The language should be clarified during training. The less educated the employees are the more the supervisor needs to explain the terminology. Language barriers must be crossed to ensure safety to all employees. An employee should have a basic understanding of the chemical, use and information.

### **C. Material Safety Data Sheet**

1. Determine ahead of time how much information is necessary and will be useful and understood by employees being trained.
2. Explain what an MSDS is and what its purpose serves.
3. Explain the categories (sections)
  - a. General Information
  - b. Ingredients
  - c. Physical Data
  - d. Fire & Explosion Hazard Data
  - e. Health Hazard Data
  - f. Reactivity Data
  - g. Environmental Protection Procedures
  - h. Special Protection Information
  - i. Special Precautions
4. What information is found in each section (what some of the terms mean) (do not overload with terminology)
5. Employees should understand what is relevant and important to their interaction to chemicals.
6. A definite understanding of Health Hazard Data, route of entry, overexposure and Special Protection Information must be understood.



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### **D. Labels**

Labels are the most visible and most frequent contact employees will have with chemical information.

1. Labels are an immediate visual warning.
2. Employees must have a thorough understanding of how to interpret the information.
3. There is no standard format for labels. Employees need to know how to read the label or interpret NFPA and the HMIS system.

### **E. The Written Program**

The written program is how Monroe County has complied with the Hazard Communication Standard. It includes a hazardous chemical inventory and must be made available to employees.

The Monroe County Safety Policies and Procedures are the guidelines for workplace safety in Monroe County. This program includes compliance with all applicable OSHA regulation and Florida Administrative Codes pertaining to employee safety.

Documentation of all training is required in the following forms:

1. Employee Safety and Health Record, SAF-8, with the date and initials of the trainer or supervisor and employee.
2. Certificate of attendance with the date, name of instructor and type of training (sign in sheet).

This documentation should be made available upon request to:

- a. Human Resources Office
- b. Safety Officer
- c. OSHA inspector
- d. Florida Division of Safety, Safety Specialists

### **F. Specific Chemicals**

This section of the training program should comprise the largest part of the training program. Each employee should be given specific details on what chemicals the employee has contact with and how to safely handle those chemicals.

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1. How to detect the presence of a leak.
2. How to properly dispose of unused chemicals.
3. How to properly store chemicals.
4. Not to keep or store unneeded chemicals.
5. How to communicate chemical storage to fire departments.
6. Certain chemicals have specific training requirements especially those in 29 CFR 1001-1101 Subpart Z

### **G. Protective Equipment**

A supervisor must explain the proper use of any protective equipment (goggles, respirators, ear plugs, etc.) that is required for the safe handling of chemicals.

1. Explain county policy for using protective equipment.
2. Where the equipment is kept.
3. Demonstrate how it is used.
4. When is the equipment to be used.
5. How to clean and store the equipment.

Remember, if an employee does not use the equipment and suffers an injury, the supervisor will be responsible for not enforcing the use of the protective equipment.

### **H. First Aid and Emergency Procedures**

Supervisors and employees must understand what emergency procedures should be used in the event of exposure or overexposure to the hazardous chemicals they work with. Supervisors should advise all new employees of who knows CPR and first aid and advise where first aid kits are located. Employees should know ahead of time where eye wash stations are located and should be advised upon employment where they can find information from MSDS.

## **6.8 SUBPART Z TRAINING PROCEDURES**

OSHA's Subpart z, Toxic and Hazardous Substances, contains the regulations for 26 specific substances. These are materials that the Agency has determined are of particular concern. Therefore, an individual standard has been developed for each one, containing requirements for labeling, the use of protective equipment, medical surveillance, training etc.

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### ASBESTOS 1910.1001 (j)(5)

#### A. Employee information and training

1. The employer shall institute a training program for all employees who are exposed to airborne concentrations of asbestos, tremolite, anthophyllite, actinolite or a combination of these minerals at or above the action level and ensure their participation in the program.
2. Training shall be provided prior to or at the time of initial assignment and at least annually thereafter.
3. The training program shall be conducted in a manner which the employee is able to understand. The employer shall ensure that each employee is informed of the following:
  - a. The health effects associated with asbestos, tremolite, anthophyllite, actinolite exposure;
  - b. The relationship between smoking and exposure to asbestos, tremolite, anthophyllite, actinolite in producing lung cancer;
  - c. The quantity, location, manner of use, release, and storage of asbestos, tremolite, anthophyllite, actinolite, and the specific nature of operations which could result in exposure to asbestos, tremolite, anthophyllite, actinolite;
  - d. The engineering controls and work practices associated with the employee's job assignment;
  - e. The specific procedures implemented to protect employees from exposure to asbestos, tremolite, anthophyllite, actinolite, such as appropriate work practices, emergency and clean-up procedures, and personal protective equipment to be used;
  - f. The purpose, proper use, and limitations of respirators and protective clothing;
  - g. The purpose and a description of the medical surveillance program required by this section;
  - h. A review of this standard, including appendices.

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### **4. Access to information and training materials.**

The employer shall make a copy of this standard and its appendices readily available without cost to all affected employees.

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LOCKOUT TAGOUT

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## 7. LOCKOUT TAGOUT

### 7.1 GENERAL

Lockout is the preferred method of isolating machines or equipment from energy sources. The following procedure is provided for use in both lockout or tagout programs. This procedure will be used when there are limited numbers or types of machines or equipment, or there is a single power source. For more complex systems, a more comprehensive procedure must be developed, documented, and utilized.

### 7.2 PURPOSE

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out and/or tagged out before qualified personnel perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

### 7.3 TERMINOLOGY

- A. **Shall:** Indicates a mandatory requirement.
- B. **Will:** Is also used to indicate a mandatory requirement and in addition is used to express a declaration of intent, probability, or determination.
- C. **Should:** Indicates a preferred method of accomplishment.
- D. **May:** Indicates an acceptable or satisfactory method of accomplishment.

### 7.4 DEFINITIONS

- A. **Energy Isolating Device:** A physical device that prevents the transmission or release of energy, including, but not limited to, the following: A manually operated electrical circuit breaker, a disconnect switch, a slide gate, a slip blind, a line valve, blocks, and similar devices with a visible indication of the position of the device. Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.
- B. **Energy Source:** Any electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, or other energy source that could cause injury to personnel.
- C. **Lockout Device:** A device that utilizes a lock and key to hold an energy isolating device in the safe position for the purpose of protecting personnel.
- D. **Tagout Device:** A mishap prevention tag that is capable of being securely attached and that, for the purpose of protecting personnel, forbids the operation of an

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energy isolating device and identifies the applier or authority who has control of the procedure.

### 7.5 PROCEDURE

**A. Responsibility:** Each Division/Department will identify those personnel who will have the responsibility to ensure this procedure is adhered to. A list of qualified personnel will be maintained by each work center. They must be identified by name(s)/job titles.

Those personnel shall be instructed in the safety significance of the lockout (or tagout) procedure. Each new or transferred individual and other personnel whose work operations are, or may be in the area shall be instructed in the purpose and use of the lockout/tagout procedures during initial job safety briefing.

**B. Preparation for Lockout/Tagout:** Each work center supervisor will conduct a survey to locate and identify all machines and equipment requiring lockout/tagout procedures. A copy of this list will be given to the Division/Department Safety Representative and the Monroe County Safety office. Each responsible work center supervisor will maintain their list. Each Division/Department Safety Representative will maintain that Division/Department's master list. Each entry will include: name of equipment, including manufacturer and model number; what and how to lockout; location of equipment and building.

All isolating devices shall be located and identified to be certain which switch(es), valve(s), or other energy isolating devices apply to the machines and equipment to be locked and/or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. (List types and locations of energy isolating device for each machine or equipment).

### C. Sequence of Lockout or Tagout System Procedure

1. Notify all personnel that a lockout or tagout system is going to be utilized and the reason. The individual shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards it presents.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. (List the type(s) of stored energy and methods used to dissipate or restrain.)

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4. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s) (method(s) selected; i.e., locks, tags, additional safety measures, etc.).
5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate (type(s) of equipment checked to ensure disconnection).

CAUTION: Return operating control(s) to "neutral" or "off" position after the test.

6. Place tags on any extension cords or machinery with electrical cords that have bare wires, cut insulation, frayed insulation or an end that exposes wires.
7. The equipment is now locked out and/or tagged out.

### **D. Restoring Machines or Equipment to Normal Production Operations**

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and personnel are in the clear, remove all lockout or tagout devices. Notify personnel that the locks and tags have been removed and the equipment is in service. Operate the energy isolating devices to restore energy to the machine or equipment.

### **E. Procedure Involving More Than One Person**

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his or her own personal lockout device and/or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.

### **F. Basic Rules for Using Lockout or Tagout System Procedures**

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device when it is locked or tagged out.

### **G. Inspections**

1. Periodic inspections of the lockout/tagout program shall be conducted at least annually by the Department Supervisor or the Department Safety



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Representative to ensure that the requirements of this program are in compliance. The inspection shall include at a minimum, the program's procedures, training, and self-inspection.

2. A semi-annual inspection shall be conducted by the Division/Department to ensure compliance with all program elements. The inspection shall include at a minimum, the identification of the machines and equipment on which the lockout/tagout program is used, a review of each person's responsibilities under the program, and that all necessary training has been conducted and documented. The inspection shall be documented to include the date of the inspection and the Division/Department representative conducting the inspection. All documentation will be placed in the Division/Department Safety Management Book.

### **H. Training**

1. Training shall be provided to ensure the purpose and function of the lockout/tagout programs are understood by supervisors, operators, and qualified equipment maintenance personnel and that the knowledge and skills required for safe usage of lockout/tagout procedures are understood. The training shall include the following:

a. Each supervisor, operator, or any qualified equipment maintenance personnel shall receive initial job training on the type and magnitude of applicable energy sources, the methods and means necessary for energy isolation and control, and the use of the lockout/tagout procedures.

b. All other personnel whose duties are or may be in an area where lockout/tagout procedures may be utilized, shall be briefed on the lockout/tagout program during the initial job safety briefing.

2. When lockout/tagout procedures are used, supervisors, operators, or any qualified equipment maintenance personnel shall also receive initial job training on the following use of locks and tags:

a. Tags are essentially warning devices attached to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

b. When a lock or tag is attached to an energy isolating device, only the person, supervisor or the designated representative, who initially installed the lock or tag can remove it, and it can never be bypassed, ignored, or otherwise defeated.

c. Tags may cause a false sense of security, and their use and limitations need to be understood as part of the overall energy control program.

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- d. Tags will be securely attached so that they cannot be inadvertently or accidentally detached during use.
- 3. Retraining shall be provided for supervisors, operators, and a change in their job assignments, a change in machines or equipment, processes that present a new hazard, or when there is a change in the lockout/tagout procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals that there are deviations from, or qualified equipment maintenance personnel's knowledge or use of the lockout/tagout procedures.
- 4. All training shall be certified and documented and kept up-to-date. The certification shall contain each individual's name and dates of training. This training shall be documented on MC Form SAF-8, "Employee Safety and Health Record".
- 5. Procedures
  - a. These written procedures must be readily available to all qualified and responsible individuals.
  - b. These procedures apply to the industrial environment and do not apply to new construction, or electrical power generation, transmission and distribution facilities.
  - c. To meet their needs, each Division/Department may want to establish additional items to these basic procedures. The intent of the lockout/tagout program must be met and the above procedures cannot be circumvented.

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## **8. CONFINED SPACE**

### **8.1 OVERVIEW**

Each year there are hundreds of on-the-job deaths which are directly attributed to working in confined spaces. Confined space accidents result when an employee is trapped, asphyxiated, or injured in an area which limits normal rescue options. In response to this problem OSHA passed a regulation titled "permit-required Confined Spaces". Part 1910.146 of the Code of Federal Regulations. This regulation governs entry and work procedures for confined spaces and became effective April 15, 1993.

### **8.2 POLICY**

Monroe County shall provide the appropriate written program, equipment, training, documentation and supervision of all Confined Space activities.

### **8.3 DEFINITION OF A CONFINED SPACE**

A Confined Space is any working area which meets the following criteria:

- A. Human Entry:** Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- B. Entry:** Has limited or restricted means for entry or exit; and
- C. Human Occupancy:** Is not designated for continuous employee occupancy.

### **8.4 EVALUATION OF CONFINED SPACE**

The workplace must be surveyed for the presence of confined spaces. Once each confined space is identified, the following information must be determined, documented and retained by the Department Head, Supervisor and Safety Office:

- A. Location of the space**
- B. Description of the space**
- C. Type of confined space**
- D. Specific Hazards associated with the space**

## 8.5 IDENTIFICATION OF CONFINED SPACE

There are three classifications of Confined Spaces. During the evaluation process the supervisor and Safety Officer must classify each of the confined spaces in the work place as one of the following:

- A. Non-permit:** a confined space that does not contain or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- B. Hazard Atmosphere Only:** A confined space where the only hazard is a potential for an atmosphere which may expose employees to the risk of death, incapacitation, impairment or threaten the ability to self-rescue and which can be controlled by forced ventilation.
- C. Permit Required Confined Space (Permit Space):** is a confined space that has one or more of the following characteristics:
  - 1. Contains or has a potential to contain a hazardous atmosphere;
  - 2. Contains a material that has the potential for engulfing an entrant;
  - 3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes and tapers to a smaller cross-section; or
  - 4. Contains any other recognized serious safety or health hazards.

Any change in condition which alters the classification of a confined space shall be documented. All permit-required entry procedures immediately apply to any confined space which is reclassified from a non-permit space to a permit-required space.

## 8.6 ENTERING A CONFINED SPACE

- A. Permit-Required Confined Space:** Require a written permit from your supervisor prior to entering the space.
- B. Non-Permitted Confined Spaces:** Is any space which meets the criteria of a confined space but not a permit required confined space. It is the Safety Officer and supervisor's responsibility to evaluate and document that the space is not a permit space.

## 8.7 POSTING AND SIGNAGE

- A. Signage of Permit Space:** If the workplace contains permit spaces, the supervisor must inform employees of their existence, location and danger. A sign reading "DANGER - PERMIT-REQUIRED CONFINED SPACE - DO NOT ENTER" shall be placed at the entrance to each such space to satisfy this requirement.
- B. Prevention of entry:** If the supervisor decides employees will not enter a permit space, the supervisor shall take effective measures such as physical or mechanical means to prevent employee from entrance.
- C. Prior Training before Entry:** If the supervisor decides entry into permit required spaces is necessary, employees will enter only after complying with the provisions of the written Permit-Required Confined Space procedure.
- D. Mark All Hazardous Atmosphere Spaces:** All confined spaces which are classified "Hazardous Atmosphere Only" should be marked with a sign stating "DANGER - HAZARDOUS ATMOSPHERE - DO NOT ENTER WITHOUT AUTHORIZATION".
- E. Permit-Required Markings:** When entry is not authorized, except by permit, the permit-required confined space must be marked with a sign that reads "DANGER PERMIT REQUIRED CONFINED SPACE DO NOT ENTER".

## 8.8 WRITTEN PROGRAM

If the supervisor decides that their employees will enter permit required spaces, the supervisor shall coordinate with the Safety Office to develop and implement a written program that complies with the Code of Federal Regulations, Part 1910.146.

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## 9. BLOODBORNE & AIRBORNE PATHOGENS

### 9.1 INTRODUCTION

#### A. Scope

Bloodborne pathogens are considered a potential health hazard when an employee is exposed to human body fluids that may contain hepatitis B virus (HBV), and human immunodeficiency virus (HIV). Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

The background for this section is from the 29th Code of Federal Registry, 1910.1030. It is the intention of this section to cover general requirements for county employees exposed to HBV and HIV due constant to exposure to human body fluid contaminants this section covers such employees as fire rescue, emergency medical services and health care.

#### B. Policy

Any Department of the County who's employees are exposed to HIV & HBV as a function of their work shall provide an infection control plan as outlined in this Section. Any employee assisting in first aid treatment or CPR shall follow the general guideline of this section. Their supervisor shall be required to coordinate with the personnel department to ensure exposure control and follow up.

### 9.2 DEFINITIONS

**Personal Protective Equipment:** in this section is specialized clothing and equipment worn by an employee for protection against infection hazard. General work clothes are not intended to function as protective wear.

**Source Individual:** means and individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

**Universal Precautions:** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infected with HIV, HBV and/or other Bloodborne pathogens.



### **9.3 RESPONSIBILITIES**

#### **A. Exposure Control**

Each supervisor having an employee with occupational exposure of reasonably anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials shall establish a written Exposure Control Plan.

This plan shall contain exposure determination, the schedule and method of implementation and shall be reviewed and updated annually.

#### **B. Exposure Determination**

The Supervisor must develop a list of job classifications of all job descriptions that are susceptible to occupational exposure. Included in this list shall be all tasks and procedures that employees may have occupational exposure.

#### **C. Method of Compliance**

General Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.

1. Engineering and Work Practice Controls
  - a. Engineering and work practice controls shall be used to eliminate or minimize exposure.
  - b. Where exposure remains the use of PPE is required.
  - c. Hand washing facilities shall be available if not appropriate antiseptic hand cleaner and towelettes shall be available. Employees should wash hands or flush mucus area as soon as possible after exposure.
  - d. All procedures involving potentially infectious materials shall be performed in such a manor to minimize splashing, etc.

2. Personal Protective Equipment (PPE)

Where there is occupational exposure, the County shall provide, at no cost to the employee appropriate personal protective equipment.

The supervisor shall ensure that the employee use appropriate PPE and that it is the appropriate size and is readily accessible at the work site.

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a. DISPOSABLE gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or if they are torn, punctured, or when their ability to function as a barrier is compromised.

b. UTILITY gloves may be decontaminated for re-use. They must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration.

### **3. Housekeeping**

Contaminated work surfaces shall be decontaminated with and appropriate disinfectant.

### **4. Post-Exposure and Follow-up**

Following a report of an exposure incident, the supervisor shall make immediately available to the exposed employee a confidential medical evaluation and follow-up including the following elements

a. Documentation of the route of exposure, and circumstances under which the exposure incident occurred. (Accident Investigation Report)

b. Identification and documentation of source individual, unless the county can establish that identification is unfeasible or prohibited by state or local law.

c. The source individual's blood shall be tested according to CFR regulation 1910.1030(f)(3)(ii)(A) or (B)

d. Results of the source individual's testing shall be made available to the exposed employee. The employee must be informed as to applicable laws regarding disclosure of the identity and infectious status of the source individual.

### **5. Hepatitis B Vaccination**

a. The employer shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure and post-exposure evaluation and follow-up to all employees who have an exposure incident. These procedures shall comply with 29 CFR 1910.1030 (f)

b. An employee has the right to decline to be vaccinated against the hepatitis B virus. If an employees chooses to decline they have

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the right to change their request at a later date and receive the HBV vaccine.

c. Any employee that has been determined at risk to come into contact with HBV virus and refuses to take the vaccine they must sign a form that consists of the statement in the 29 CFR 1910.1030 Appendix A. Bloodborne Pathogens: Hepatitis B. Vaccine. This form shall be kept on file in their personnel file.

### **6. Communication of Hazards to Employees**

a. Contaminated substances shall be color coded or labeled and disposed of appropriately.

b. Warning labels shall be affixed to containers of regulated waste, red bags or red containers may substitute for labels.

c. Training of Bloodborne pathogens and Universal precautions shall be taught in the CPR/first aid classes and yearly at safety training meetings.

d. Employee training records shall be kept as the Employee Health Record.

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## 10 GENERAL SAFETY RULES

### 10.1 GENERAL

It is the responsibility of every employee to know and adhere to the Safety Rules and Regulations which apply to the area in which he or she is working or visiting.

- A. **Report all injuries** and property damage to your Supervisor.
- B. **Report all Unsafe Conditions** to your Supervisor.
- C. **Fighting**, disorderly conduct, horseplay and practical jokes are prohibited.
- D. **Reporting for Work Under the Influence of Intoxicants** will not be permitted. Use of intoxicants during working hours is prohibited. Monroe County is a drug free workplace.
- E. **Unauthorized Firearms** or explosives will not be allowed on County property. (See F.S 790.251)
- F. **Smoking Regulations** shall be observed and obeyed. County policy prohibits smoking in County buildings and County vehicles.
- G. **Fatigue can be unsafe:** No person will be permitted to work if their ability or alertness is impaired through fatigue or other causes as to make it unsafe for themselves or their fellow workers.
- H. **Employees Shall Not Wear:** jewelry, loose clothing, neckties, loose headbands or have long loose hair when working around or operating rotating machinery and equipment.
- I. **Review the Safety Material** posted on bulletin boards or distributed in your work area.
- J. **Do Not Operate Machinery While Taking Medication** which warns against the operation of machinery. Report all use of such medication to your Supervisor immediately.

## 10.2 PROTECTIVE EQUIPMENT AND DEVICES

- A. Guards** installed on machinery and equipment, barriers, and other protective devices provided for employee's protection shall not be removed, and will be used in accordance with established rules and procedures.
- B. Personal Protective Equipment** shall be worn when performing work requiring such protection.
- C. All Fire Safety Equipment** such as fire extinguishers, hose racks, hose reels, detectors, fire alarms, and fire lanes shall be kept clear of obstructions and tamper free.
- D. Notify a Supervisor** of fire safety equipment that is damaged or will not operate.
- E. Only Authorized Persons** will enter roped off or barricaded areas.
- F. Emergency Equipment** will not be removed or used except for simulated or actual emergencies.
- G. Report All Instances** where guards are not installed, are inoperative, or are in need of replacement or repair.

## 10.3 OPERATIONAL HAZARDS

- A. Good Housekeeping** shall be maintained in all areas. Walkways, aisles and working areas shall be kept clean and free of obstructions.
- B. Compressed Air** and other gases under pressure must be used only for the purpose intended.
- C. Do not operate machinery** or equipment unless you are trained and authorized to do so.
- D. Use the right tool for the job:** it is improper to use pliers to drive nails.
- E. Inspect Tools Regularly** for damage and defects. Replace or turn in all defective tools.

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### F. **Portable Electrical Tool** should be in good condition:

1. Portable electrical tools are required to be grounded at the case or frame or grounded by use of a three wire conductor and plug, if not double insulated. If an extension cord is to be used with the tool, the cord must be of the three-wire grounded type.
2. Double-insulated portable electrical tools are internally grounded by incorporating insulation in the case or frame. The wire containing the male plug will have two prongs in the place of three. Check the plate on the tool to ensure that it states that the tool is "double-insulated" and will not require the prescribed ground wire and plug.
3. Never use or try to repair unfamiliar power equipment.
4. Always protect electric cords from damage by oil, ensure their insulation is not frayed or broken, and keep them clear of aisles where they may be run over by trucks or other equipment or cause a tripping hazard.

## 10.4 BACK INJURY PREVENTION

80% of Americans have back problems at some time in their life. It can be serious and chronic.

### A. **Proper Lifting Procedures**

Lifting the wrong way is a major cause of back injury. So, when you lift, keep your back straight, and let your legs do the work. It has been determined by the Safety /Accident Review Board that County employees that lift heavy objects may voluntarily wear back support (back belts)

To Lift Properly:

1. Consider the size, weight, and shape of the object to be carried. Do not lift more than can be comfortably handled. If necessary, get help. Split up the load, don't be in a rush.
2. Set feet solidly with one foot slightly ahead of the other for increased effectiveness. Feet should be far enough apart to give good balance and stability.
3. Get as close to the load as possible. Bend legs about 90 degrees at the knees. Crouch, do not squat. It takes about twice as much effort to get up from a squat.

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4. Keep the back as straight as possible. It may be far from being vertical, but it should not be arched. Tuck in the chin so the head is in line with the back. Bend at the hips, not the middle of the back.
5. Grip the object firmly. Maintain the grip while lifting and carrying. Before changing the grip, set the object down again.
6. Tighten the stomach muscles and straighten the legs to lift the object and at the same time bring the back to a vertical position.
7. Never carry a load that you cannot see over or around. Make sure the path of travel is clear.

### **B. Back Comfort**

1. Stand tall with head up, shoulders back. Shift positions frequently. If you're standing in one place for very long, keep one foot on a raised step.
2. Sleep on a firm mattress or with a board between mattress and box springs. To relax your back, sleep on your side with your knees bent or on your back with a pillow under your knees.
3. Drive so your back is straight against the seat. Keep your knees bent, slightly higher than your hips.
4. Use a ladder to reach high objects.
5. Push, don't pull, heavy objects.
6. Exercise for Muscle Tone
  - a. Pelvic Tilt - Lie on your back, knees bent, feet flat on the floor. Tighten your stomach and buttocks muscles, pressing your lower back against the floor. Hold that position for a few seconds. Let the muscles relax. Then repeat.
  - b. Half Sit-Up - Lie on your back, knees bent, arms at sides. Slowly pull your head, neck, and shoulders up, and raise your arms to touch your knees. Hold for a few seconds, then slowly lie back. Repeat.



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c. Wall Slide - Stand with your back to a wall, legs slightly apart. Pull in your stomach and buttocks until your lower back presses the wall. Then move your feet out a little and slide your back down the wall almost to a seated position. Hold that for a few seconds, then slowly slide up. Repeat.

d. Shoulder Shrug - Stand or sit, head up, arms at sides. Shrug your shoulders up toward your ears, as high as you can. Hold for a few seconds, then relax. Repeat.

### 7. Rules for Back Protection

a. Use mechanical help to lift or move whenever possible. When no one is around to help or the load is too heavy; use a hand truck, forklift, hoist, dolly or other device.

b. Let leverage do the work - Leverage can help do the work without straining your back.

c. Lift with your legs when shoveling. For the best leverage, keep your hands far apart, legs bent at the knees, back straight.

d. Clear your path. Get rid of any hazards you see such as obstacles, spills, etc., before you pick up your load.

e. Split big loads into smaller loads. Don't try to carry a heavy load when it can be split into smaller ones. The little bit of extra time can save you an awful lot of pain. Don't be in a big rush.

f. Bend your knees when you're working low. Keep your back as straight as possible. Bending from the waist can hurt your back.

g. Don't jump from short heights such as loading docks, trucks or platforms. The shock could hurt your back. Use a ladder or carefully lower yourself down.

h. Lifting high loads can be dangerous. Test the weight first then get as close as you can, and let it slide down your body until you can grip it firmly. If you can't reach the load comfortably, use a ladder or get help.

## 10.5 LIFTING RULES

All employees are required to do some lifting, moving and handling of materials and equipment as part of their regular assigned duties. Avoid accidents by learning the right way to handle materials. Know your physical capacity and limitations and get help if needed.

### A. Lifting, Carrying and Moving Materials.

1. Bags and Sacks: may be lifted by stooping down as far as possible and rolling the bag or sack up to the knees, chest and shoulder before straightening the legs and carrying with the back vertical. Place hand on hip so the bag or sack rests partly on the shoulder, arm and back. Be sure of your grip and footing.

2. Barrels and Drums: may be up-ended by grasping both ends, press down with one hand and lift the other in a rocking fashion until the drum is balanced on the bottom chime.

The lower grip may then be released and the drum placed on end. Keep feet in the clear. Do not drop drums or barrels.

3. Long Objects: should be carried on the same shoulders (left or right) of all persons making the carry. All persons should be in step.

4. Hazardous Materials: handling may have specific regulations for use of protective clothing and goggles, see Chapter 7.

5. Flammable and Explosive Material: will be moved only in properly marked and approved containers. Never transport flammable liquids in open containers.

6. Boxes, Cartons, Packages and Other Material

a. A box, carton, or package should never be handled by the steel strapping bands. A hand truck or forklift should be utilized when required.

b. Lift all cartons, boxes or materials properly. Always lift with your legs, not your back.

c. When two or more persons are required to handle an object, one person should be in charge and give signals for lifting, moving, lowering, and dropping in unison.

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- d. Before cutting metal strapping, ensure that no one is standing where they might be hit by loose ends or straps. (Eye protection should be worn during this operation.)
- e. To cut bands, place one gloved hand on the strap to prevent injury from spring-back.
- f. Before handling containers, inspect them for protruding nails, ends of wire, splinters and sharp ends of metal bands.
- g. Package all loose items before moving.
- h. Wipe off oil, grease, dirt or other foreign matter before lifting.
- i. Wear gloves when moving rough, burned or jagged objects and those with sharp corners and grip carefully before moving.
- j. Hooks, crowbars, rollers and skids should be used when provided.
- k. Be sure you know the path of travel before you pick up the load.
- l. Be sure the path of travel is clear of obstructions and well lighted.
- m. Stay within the prescribed safety aisles in warehouses and storage areas.
- n. Never attempt to catch a heavy falling object as this can cause severe injury.
- o. Do not stand on a box or truck when placing materials on a high pile or when reaching for an object above your head. Use an approved ladder.

### **B. Hoisting and Lifting Equipment**

Never overload hand or electrically operated hoists. The rated load will be legibly and permanently marked in a prominent location on all hoist and lifting equipment. (Jacks supplied with vehicles are excluded.) Rated load limits are not to be exceeded.

## 10.6 SLIPS, TRIPS and FALLS

Slips ,trips and falls contribute to over 11,000 deaths every year; 6,000 at home; 5,000 at work or public places. There are over 12 million injuries with \$5,000.00 compensation costs or more.

### A. Primary Causes

1. Unsafe housekeeping
2. Change in physical conditions
3. Not paying attention to where a person is walking

### B. Avoiding Slips

Watch out for hazardous walking conditions

1. Hidden Steps: When turning a corner or stepping outside, look out for steps that may not be obvious.
2. Smooth Surfaces: Watch out on floors which have been waxed but not buffed and other highly slippery surfaces.
3. Carpets: Any rug which hasn't been tacked down or doesn't have a rubber mat may slip out when stepped on.
4. Loose Flooring: Use caution when walking over loose tiles, bricks or floorboards.
5. Wet Spots: Don't wait for a small spill to dry itself. It only takes a second for a serious accident to happen.
6. Oil/Grease: Have rags and detergent ready whenever you use oily materials. Don't let grease accumulate on a shop floor. Throw sawdust down to absorb it.

### C. Avoiding Trips

Good housekeeping is the key to safety.

1. Furniture: Arrange furniture in the office or home to avoid an obstacle course of potential falls.
2. Materials: It's hazardous to store materials in hallways and aisles they should be stored in closets and cabinets.

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3. Electrical Cords: If extension cords must be used and can't be moved away from walking areas, make sure they are covered with anti-trip cord cover.
4. Untidy Floors: Any small thing--a pencil, piece of fabric, machine part--can cause a big fall.
5. Stairs: Don't store materials on the stairs. An extra trip upstairs can prevent a serious accident. Mark (paint yellow or apply yellow and black floor tape to) small changes in elevations such as a ramp or small step.
6. Drawers: Keep them closed--even when you think it's unlikely someone would bump into them.
7. Obstacles: If it's in the way, move it or walk around it--avoid climbing over it.
8. Outside: There are many tripping hazards; pay attention--don't be in a rush.

### **D. Avoiding Falls**

1. Check Lighting: Lighting is especially important in stairwells.
2. Repair or Replace: Look out for stair treads which are cracked or worn. Nonskid mats are a good idea, too. Ensure handrails are sturdy.
3. Watch Pant Leg Cuffs: They should be short enough to eliminate danger of catching heel while walking.
4. Wear Good Shoes: Nonskid soles are a "safe" choice. Keep shoes in good repair. Rubber heels are best. High heels or platforms offer less stability. Upper shoe should give ankles support. Keep laces tied.
5. Avoid Makeshift Ladders: Don't substitute a stack of furniture or boxes for a sturdy, properly balanced step ladder.
6. Sit 4-Square: Keep all four legs of your chair on the floor. Make sure that chairs are in good repair.
7. Get Help With Big Loads: Carry only what you can handle and keep your balance. Steady as you go.
8. Don't Jump: Lower yourself from docks, trucks or work stages.

**E. Helping to Prevent Slips, Trips or Fall Hazards to Others**

1. **Mark Wet Areas:** Use signs to indicate wet areas when mopping or waxing, when spills occur, etc.
2. **Mop When Traffic is Light:** If this isn't possible, mop only a small area at a time, and rope it off.
3. **Mark Working Areas:** Use signs and cones to alert others to work areas, especially walking areas where workers are using tools, equipment, electric cords, etc.
4. **Place Carpet Runner Properly:** Runners placed at entrances should have a rubber backing, and they should lie flat. Replace runners that curl or slide on the floor.
5. **Be Sensitive to Older Persons:** Those who have reduced hearing, eyesight or mobility are especially vulnerable to slips, trips and falls. Make sure they're aware of hazards.
6. **Pace Yourself:** Allow yourself the time you need so you won't have to hurry or run.
7. **Take Care:** Travel at a safe speed. Watch out for other people. Change direction slowly.
8. **Follow the Rules:** Learn the safety rules for your job, whether it's working on roofs or on the ground. Know how to use all the equipment necessary for your job.
9. **Act Your Age:** Statistics show that falls are more deadly the older you are. Take your time now and you'll have more time later.
10. **Use Safety Equipment:** Belts, hard hats, special shoes, handrails, etc., are for your safety, but are worthless if you don't use them.
11. **Don't Grope in the Dark:** Use flashlight or extension light to make your footing visible in unlighted areas.
12. **Don't Take Chances:** Avoid foolish risks; avoid tasks that are beyond your ability to handle.
13. **Be Alert:** Watch where you are going. Watch what you are doing. Watch out for hazards that others might miss.

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### **F. Reduce Your Chance of Injury by Falling the Right Way If You Fall**

1. Relax: Try not to stiffen and tense your muscles.
2. Absorb: Let your arms and legs give like a spring to absorb the impact of the fall.
3. Roll: Move in the direction of the energy of the fall, to minimize injury.

## **10.7 ERGONOMICS**

### **A. Sitting is a Major Cause of Back Strain**

The best way to sit is straight, with the back against the back of a supportive chair, feet on the floor, knees level with or slightly higher than hips.

1. Hold reading upright instead of leaning over to read on the desk top.
2. Keep the chair close to the desk.
3. Support the lower back by putting a cushion behind it.
4. Turn the whole body, do not twist part of it, to reach off to one side.
5. Use an elbow to support the arm when on the phone.
6. Don't cradle the phone in the neck.
7. Shift seating positions regularly during the day.
8. Get up and walk around periodically.

Good sitting posture will help keep the spine in balanced alignment to avoid backache, fatigue, or back injury.

### **B. Repetitive Motions Injuries**

Many job tasks that have a repetitive motion, vibrations or constant strain on the muscles can lead to injuries. A hazard analysis of jobs that may cause injury should be approached with recommendations for improvement of the conditions. This analysis can be conducted by supervisors. Also see Office Ergonomics Section 10.8, D.

## **10.8 OFFICE SAFETY**

### **A. General**

Office work is generally considered to be one of the safest of all County activities, but little thought is given to the hazards that are present in most offices. Slips and falls on waxed floors, collisions with desks and chairs, strains from furniture moving, and other similar accidents are common to offices.

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Special machines and equipment used in office work also add to the accident potential.

1. Undue haste results in accidents. Do not run on stairs or through corridors. Enter and leave buildings in an orderly manner.
2. Bulky office supplies and materials must be properly lifted to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two persons.
3. Heavy office furniture and equipment will be moved only by properly trained and physically qualified personnel. Chairs, boxes and other objects will not be used as substitutes for ladders.
4. Overloading the top file drawer in the cabinets may overbalance the cabinet and cause it to fall forward when the drawer is pulled out. Put heavy materials in bottom drawers whenever possible.
5. Never tip your chair backward. This can cause an overbalanced condition and result in your falling to the floor. This also causes a strain on the chair to the point where it may break and cause you to fall.
6. Always close your desk drawers. Many injuries are incurred from bumping into open drawers.
7. Always close file cabinet drawers, especially when working in the lower files. If you suddenly raise your head you may receive a serious head injury by striking the drawer above you. Open file drawers account for many injuries to persons striking them while walking through the office.
8. Keep heavy books, equipment and other bulky materials off the top of file cabinets, they may fall on you, or cause you to suffer muscle strain when lifting them off the cabinet.

### **B. Office Equipment and Machines**

1. Objects such as knives, scissors, and pens will be handled carefully to avoid injuries. Unprotected spike files will not be used.
2. Only trained, qualified personnel will operate office machines. Operators will be given instruction in safe work practices and told of the particular hazards involved in the use of different machines.



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3. Suitable office equipment will be provided for stamping, sharpening, and cutting operations. Makeshift tools such as unprotected razor blades and pins will not be used.
4. Electrical fans, pedestal, and oscillating desk fans or all types will be equipped with preferred safety guards when installed less than 7 feet above the floor. Extension cords will be unplugged when not in use and at the end of each day's work. All fans are required to be electrically grounded.
5. Electrical appliances used for coffee making and other purposes should be inspected daily to be sure that cords are in good condition and plugs are not broken or cracked. A fire-resistant base should be placed under all heat producing appliances to prevent a fire hazard.
6. Be sure that all electrical cords are unplugged from receptacles when appliances are not in use and at the end of the work day.
7. Only non-combustible waste baskets should be used in offices where employees smoke. All smoking materials will be placed in non-combustible ashtrays and containers.
8. Keep all flammable solvents and similar flammable liquids in a metal cabinet away from combustible materials. Identify the contents of all containers.
9. Splintered or jagged edges or other defects found on office furniture will be immediately repaired or the equipment removed from service. Projections on bookcases, filing cabinets, and desks should be guarded or removed. Only safety plate glass will be used on desks. Dispose of cracked or broken glass desk tops promptly.
10. Electrical cords and wires will not be strung across floors, but will be installed in conduits flush with the floor, covered by rubber or metal strips, or suspended from overhead.

### **C. Office Area**

1. Rough, splintered, uneven, protruding nails, holes, or other floor defects will be repaired or the hazard suitably marked. Floors will be kept clean and free of dirt and debris. Nonskid wax will be used on floors to prevent slipping.
2. Weather may cause mud, sand or water to be tracked onto floors near entrances. Storm mats will be placed at these entrances and the

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floors periodically mopped. Dual doors will be marked "Entrance" and "Exit" or "In" and "Out".

3. All stairways will be equipped with handrails and non-slip treads and be well lighted. Worn stair treads will be immediately repaired.
4. Rugs, mats and other type floor covering will be securely fastened to the floor.

### **D. Ergonomics in the Office**

The way you set up your display, your work table and your chair is probably the most important consideration in working comfortably. The following suggestions will help minimize fatigue and discomfort.

1. Adjust Your Chair - A comfortable chair, which allows you to sit in a variety of positions throughout the day, is important whether you work with a Visual Display Terminal (VDT) or any other piece of equipment. You can quickly find the sitting position that suits you best by following these simple suggestions.
  - a. Adjust the height of your chair's seat so that your thighs are horizontal, your feet rest flat on the floor, and your arms and hands are comfortably positioned at the keyboard.
  - b. Use a footrest if your chair is too high for your feet to rest flat on the floor when you are seated at the keyboard.
  - c. Adjust the back rest so that it supports your lower back and fits the curvature of your spine.
  - d. Change your seated position frequently throughout the work day.
  - e. Also see Ergonomics Section 12.7

### **E. Organize Your Working Area**

A few minutes' thought about the best position for your display and the most effective use of the space available to you can save time and effort throughout the work day.

1. Organize your desk or work table to accommodate the materials and equipment you need.

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2. Place the things you need regularly (such as a telephone or calculator) within easy reach.
3. Experiment with the placement of your keyboard, screen, and other items you work with to find the arrangement that works best for you.

### **F. Adjust Your Display**

1. Most displays feature a variety of adjustments which enable you to set up the equipment in a way which is most convenient for you.
2. Position the screen to minimize glare and reflections from overhead lights, windows, and other light sources.
3. Adjust the display so that the top of the screen is slightly below eye level when you're sitting at the keyboard. The top of the screen should not be above eye level.
4. Set the contrast or brightness of the screen at a comfortable level. (You may have to do this more than once a day, as the light in the room changes)
5. Where it is impossible to avoid reflections or adjust lighting, an anti-glare filter placed over the screen can be helpful. However, filters may affect the clarity of the image on the screen and should be tried **only** after other methods of reducing glare have been exhausted.
6. Most displays are equipped with brightness and contrast controls. Since the position of these controls varies, check operator's manual for location.

### **G. Adjust the Lighting**

In any office it is important to ensure that lighting is adjusted to a comfortable level. Windows, overhead lighting, and reflections from shiny surfaces can all create reflections on VDT's screen. To avoid distracting reflections and glare:

1. Draw the drapes or adjust the blinds.
2. Adjust the desk lamp or task light (if you use one) to avoid reflections on the screen.
3. Reduce overhead lighting (where possible) by turning off lights or switching to lower wattage bulbs.

**H. Adjust Your Document Holder**

1. If work is done primarily from source documents a document holder is useful. When properly positioned, a document holder or copy stand can reduce the number of times you have to move your head when looking back and forth between the screen and source documents.
2. If a copy stand is used position it at a level that's comfortable, close to the screen and at the same level.
3. Position the desk lamp so that it illuminates source documents without causing glare on the screen.

**I. Vision Care**

1. Concentrated visual activity, whether it involves reading conventional text or operating a VDT, can be fatiguing. Such fatigue is both normal and temporary, but it can be minimized with a little care, good work practices, and attention to the work environment.
2. Studies show that one out of every three people has some kind of uncorrected vision problem.
  - a. Have vision checked as part of the regular health care program.
  - b. Advise the vision care specialist of the visual tasks being performed. Eyeglasses suitable for one task may not be appropriate for another.
3. Clean the screen, anti-glare filter, and eyeglasses on a regular basis.

**J. Working Smart**

1. Sitting in a fixed position for long periods of time can be fatiguing. Shifting your position and occasionally changing your routine (by doing other kinds of work, taking a stretch break, or focusing eyes on something else) can help reduce fatigue.
2. When feeling tired change position, stand up, or stretch.
3. Rest eyes occasionally throughout the work day.
4. Try to keep a soft touch on the keyboard and keep hands and fingers relaxed. A wrist rest is standard on all key boards today.

**K. Operator's Checklist (Overview)**

1. Is the chair adjusted so feet rest firmly on the floor or a footrest?
2. Is everything needed within easy reach?
3. Is the top of the visual display screen at a comfortable height?
4. Are arms comfortable when working at the keyboard?
5. Are wrists resting lightly on a wrist rest for the keyboard and mouse?
6. Is the screen positioned to avoid reflections?
7. Is the keyboard adjusted comfortably?
8. Is vision corrected properly?
9. Change position throughout the day?
10. Adjust screen contrast and brightness to a comfortable level?
11. Is the screen clean?

**L. Carpal Tunnel Syndrome**

1. General Overview

Carpal tunnel syndrome (CTS) is a common and troublesome condition that interferes with the use of the hand. It is caused when too much pressure is put on a nerve that runs through your wrist. Once symptoms of pain and tingling appear, the condition frequently worsens and permanent nerve damage may occur. However, CTS is highly treatable if diagnosed early.

The pain, numbness, and tingling of CTS can happen anywhere and anytime. But most often symptoms begin by waking you up at night. Shaking or massaging the hand may work temporarily, but if ignored, CTS gets progressively worse. The pain increases, the grip weakens, and you may begin dropping things. Fortunately, appropriate treatment is available.

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It's always best to prevent CTS. When you notice symptoms, don't wait for them to become unbearable. The earlier you have a professional diagnosis and treatment, the more successful the outcome will be.

Treatment usually begins with a splint, medication, or both. If symptoms don't subside, your physician may recommend surgery.

### 2. The Carpal Tunnel

In CTS, the symptoms occur because a major nerve is compressed as it passes through a narrow tunnel of bone and ligament at the wrist. The result is numbness, tingling, "pins and needles", burning, and pain in the middle and index finger and thumb, and sometimes in all five fingers.

- a. The Tunnel: In the center of the wrist, bones and a ligament form a narrow tunnel containing tendons and a major nerve.
- b. Causes of Carpal Tunnel Syndrome: Various conditions cause wrist structures to take up extra space in the carpal tunnel. Since bones and ligament have no "give", this puts pressure on the nerve, resulting in symptoms.
- c. Wear and Tear: The covering around tendons may become thick and sticky due to the normal wear and tear of the aging process or repetitive hand movements, thus pressing the nerve against the tunnel.
- d. Bone Dislocation and Fracture: Previous dislocation or fracture of the wrist causes bone to protrude into the tunnel. Arthritis may also be present. Consequently, the tunnel becomes too narrow and puts pressure on the nerve.
- e. Fluid Retention: Fluid retention causes swelling of tissue in the carpal tunnel, including perhaps the nerve itself. This occurs most often during pregnancy, with the symptoms subsiding after delivery.

### 3. CTS Prevention

- a. Certain repetitive hand activities may put you at higher risk for developing a variety of wrist problems such as carpal tunnel syndrome. By learning how to modify the way you use your hands, you may be able to reduce the risk. Whenever possible, keep the following pointers in mind at home and on the job.

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- b. **Keep Your Wrist Neutral:** Avoid using your wrist in a bent (flexed), extended, or twisted position for long periods of time. Instead, try to maintain a neutral (straight) wrist position.
- c. **Grip with Your Whole Hand:** Gripping, grasping, or lifting with the thumb and index finger can put stress on your wrist. When practical, use the whole hand and all the fingers to grasp an object.
- d. **Minimize Repetition:** Even simple, light tasks may eventually cause injury. If possible, avoid repetitive movements or holding an object in the same way for extended periods of time.
- e. **Rest Your Hands:** Periodically give your hands a break by letting them rest briefly. Or you may be able to alternate easy and hard tasks, switch hands, or rotate work activities.
- f. **Reduce Speed and Force:** Reducing the speed with which you do a forceful, repetitive movement gives your wrist time to recover from the effort. Using power tools helps reduce the force.
- g. **Conditioning Exercises:** Certain exercises strengthen the hand and arm muscles. They may help by reducing the need to compensate for these weak muscles with a poor wrist position.

### **4. Early Diagnosis**

Accurate diagnosis is important because treatment for this condition is specific for CTS. The sooner you have a professional evaluation, the sooner your symptoms can be relieved, and the more likely it is that permanent nerve or muscle damage will be prevented. For your evaluation, your doctor will take a medical history followed by a physical exam; you may also require certain tests.

- a. **Medical History:** Your doctor will ask you to describe your symptoms, which may feel like tingling, numbness, pins and needles, pain, or heaviness in the hands and fingers. Your doctor will need to know if symptoms are mild and intermittent or severe and frequent, and whether they bother you only at night, or during the day, or both.
- b. **Physical Examination:** The physical exam helps confirm that symptoms are related to a nerve problem, and then to localize the nerve problem to the wrist. Your doctor will examine your wrist for swelling and signs of previous injury. You may be tested for decreased sensitivity to touch or to pin pricks.

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c. Tests: After the history and exam, your doctor may order additional tests to confirm and document the diagnosis of CTS if surgery is being considered. These include standard wrist or carpal tunnel x-rays; a nerve conduction test and an electromyogram are an objective means of making a definitive diagnosis.

### 5. Treatment

a. Treatment of carpal tunnel syndrome usually begins with a wrist splint, medications, or a combination of the two. These simple, non-surgical treatments help at least temporarily in many cases, especially if symptoms are mild. Splints and medications may also function as an interim treatment they provide some measure of relief if you are going to have surgery.

b. Splints: Flexing the wrist downward or extending it up worsens CTS symptoms because this narrows the tunnel and puts more pressure on the nerve. Both **night splints** and **occupational splints** are designed to keep the wrist in a less extreme, or "neutral", position. This may reduce the pressure in the tunnel and relieve or prevent worsening of symptoms.

c. Medications: Medications are used to reduce swelling and inflammation, and therefore ease pressure on the median nerve. **Non-steroidal anti-inflammatory drugs** are taken orally as directed by your doctor. Or a **steroid drug** may be injected directly into the carpal tunnel. A single injection may bring relief for months, or it may need to be repeated. (If the injections provide relief, this generally confirms a diagnosis of CTS.) In some cases, diuretics (water pills) or pyridoxine (vitamin B-6) may help.

d. Surgery: may be recommended if you have severe pain, if you have other symptoms that persist in spite of non-surgical treatment, or if you are at risk of developing permanent nerve damage. Your doctor will explain the procedure, its risks and complications, and give you pre-op and post-op instructions, which may include rehabilitation exercises to restore hand function.

e. The Procedure: The surgical procedure is called **carpal tunnel release**. It takes 45 minutes to one hour, and is usually done as same day surgery. While a tourniquet is on your arm, the transverse ligament is divided to open up the carpal tunnel and relieve the pressure on the nerve; thickened synovial tissue may also be removed.



## 10.9 FIRE SAFETY

Deaths, injuries, and property damage are caused by fires every year. On-the-job fires are often the result of using poor judgment or not following fire safety rules.

### A. Causes of Fires

1. Flammable Liquids: Gasoline and solvents are extremely dangerous. If you **must** use them:
  - a. Store them only in approved safety cans or storage cabinets. Be sure they are labeled.
  - b. Keep them in areas that are well ventilated.
  - c. Store them away from heat or sparks.
  - d. Clean up spills right away.
  - e. Never smoke or light a match when you're near flammable liquids or handling them.
  - f. Oily rags must be stored in a covered metal container with a self-closing cover.

**Spontaneous ignition** happens when heat builds up in piles of trash, damp waste or oily rags.

2. Arson: Some fires are started deliberately. If you see someone or something suspicious, report it to your supervisor. Arson and arson attempts shall be reported to the Fire Marshal's Office.
3. Smoking
  - a. Careless smoking can cause fires.
  - b. It is the policy of Monroe County that no one is to smoke in any building or vehicle in Monroe County.
  - c. Smoke only in areas where smoking is allowed, outside the building.
  - d. Use butt cans and ashtrays for cigarettes and matches.

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4. Burning Candles in county buildings cannot be left unattended. Attended candles such as candles on birthday cakes are acceptable.

### **B. Prevention**

1. Flammable Materials
  - a. Use approved storage containers that are properly grounded to prevent static electricity.
  - b. Move flammables carefully, and only in approved containers.
  - c. Keep your work area free of drips and spills.
  - d. Follow the rules for disposing of containers and wastes.
  - e. Non-work related open flames are prohibited.
2. Check Equipment
  - a. Equipment and machinery should be thoroughly inspected at regular intervals.
  - b. Check firefighting equipment regularly to make sure it will work if you need it.
  - c. Keep your work area neat and uncluttered, free of flammable and ignitable materials.
  - d. Be careful how you handle and store combustible materials.
  - e. Deposit oily rags in safety cans.
  - f. Smoke only in designated areas.
  - g. Stay out of prohibited areas.

### **C. Identify and Eliminate Fire Hazards**

1. Employees are responsible for reporting unsafe conditions:
  - Spills of flammable liquids
  - Overloaded circuits, faulty connections, frayed, exposed wires
  - Poor ventilation
  - Dirty tools, equipment and machinery
  - Messy trash areas

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- Oily rags that are not covered
  - Clogged flues and pipes
  - Broken firefighting equipment
  - No ashtrays in designated smoking areas
  - Open flames
2. Take action yourself.
  3. Clean equipment, tools and machinery.
  4. Repair any equipment you're qualified to fix.
  5. Prevent machinery from overheating.
  6. Keep items that are flammable or combustible away from flames and hot surfaces.
  7. Repair or replace leaking tanks, pipes and gas lines.
  8. Put oily rags in covered containers.
  9. Wipe up spills.
  10. Remove doorstops or wedges used under fire doors and report broken fire doors or exits that are blocked or locked.
  11. Don't let materials pile in corridors, stairwells and exit lanes.
  12. Don't use portable space heaters indoors.
  13. Keep flammable materials away from incompatible hazardous materials i.e.; acids or store flammable gases near oxygen tanks.
  14. In case of fire especially when hazardous materials are involved:
    - a. Use the evacuation plan for your work area.
    - b. Head for the designated fire exit.
    - c. Use a secondary exit if the first is blocked.
    - d. Close doors behind you as you go.

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- e. Inform responding fire department of the hazardous materials involved.

### D. Fire Equipment

1. Fire Extinguishers
  - a. Fire extinguishers are your first line of defense in a fire.
  - b. Know the location of the closest fire extinguisher.
  - c. Don't try to use a fire extinguisher unless you've been trained.
  - d. Learn which fire extinguisher to use on what kind of fire.
  - e. Most fire extinguishers are rated for more than one kind of fire.
2. Other Fire Equipment- Find out where other emergency equipment is located, such as:
  - a. First aid kit
  - b. Stretcher
  - c. Fire blanket
  - d. Respiratory protection
3. Fire Safety Checklist
  - a. Is your work area neat and uncluttered, free of trash?
  - b. Is wiring safely insulated and grounded?
  - c. Are flammable liquids stored safely in approved containers?
  - d. Are combustibles kept away from heat and sparks?
  - e. Are spills wiped up promptly?
  - f. Are tools, equipment and machinery clean and in good repair?
  - g. Do you smoke only in designated areas, and always use ashtrays?
  - h. Are the right extinguishers available?
  - i. Are exits and passageways clear and unobstructed?
  - j. Do you know the right evacuation procedure and the closest exit?

It's your responsibility to keep yourself, your coworkers and your work area safe from fire. Your job and your life may depend on it.

**E. Good Housekeeping is the Key to Fire Safety**

1. Make it a part of your work routine to clean up as you go.
2. Put trash in the proper container.
3. Keep the floor clear of spills, trash, shavings, and filings.
4. Keep storage areas clean, with bins stacked in an orderly way.
5. Keep walkways and exists free of obstructions.
6. Make sure electric equipment is inspected and protected.
7. Keep your tools and equipment clean and well-cared for.
8. Ensure your clothing and personal protective equipment is clean and in good shape.
9. Fire extinguishers should be located nearby and ready to use.

**F. In Case of Fire**

1. Report it! - Call 911 (On County Phones dial 9 first then 911 (9-911))

If you detect smoke or a fire:

- a. Warn your coworkers.
- b. Close any fire doors.
- c. Report fires immediately, no matter what size it is. The longer you wait, the more dangerous the fire can be to you and your coworkers.
- d. Stay calm, and evacuate the area or building. Go to your pre-designated evacuation location. Wait for orders from your supervisor or the fire fighters.
- e. When fire fighters arrive, direct them to the fire area. Warn them of any special hazards you know about.
- f. Familiarize yourself with the fire emergency procedures for your facility before a fire.

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g. Fight it! IF YOU ARE TRAINED If it is a small fire, you may try to fight it after you report it.

### **2. To fight a small fire:**

- Use the right fire extinguisher.
- Break the seal and remove the pin from the fire extinguisher.
- Stay 8 to 10 feet from the fire.
- Press the lever and aim the fire extinguisher nozzle or horn at the base of the flames. Sweep the base of the fire.
- Continue with a steady stream, not short bursts.

Don't try to use a fire extinguisher unless you've been trained in which one to use and how to use it.

### **3. Exit the Area**

- a. If the fire is large and out of control, escape may be your best choice.
- b. Move quickly, but don't panic.
- c. Don't use elevators. You could get trapped inside if the power fails. Take the stairs instead.
- d. Use the evacuation plan for your work area.
- e. Head for the designated fire exit.
- f. Use a secondary exit if the first is blocked.
- g. Close doors behind you as you go.

## **G. Classes of Fires and Type Fire Extinguishers to be Used**

Fires are grouped into four general classes, each of which can be extinguished by a particular type fire extinguisher. Fire extinguishing agents are developed for use on specific classes of fires. This classification system makes it possible to determine what type fire extinguisher is suited for fighting a particular kind or class of fire. The four general classes of fires are "A", "B", "C", and "D", and are explained as follows:

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1. CLASS "A" FIRES will be effectively and safely extinguished by water, foam, loaded stream and soda-acid type fire extinguishers, for fires occurring in WOOD, PAPER AND RAGS.
2. CLASS "B" FIRES occurring in FLAMMABLE LIQUIDS, such as GASOLINE and OTHER FUELS, SOLVENTS, GREASES OR SIMILAR SUBSTANCES, can be extinguished by using foam, Carbon dioxide (CO<sub>2</sub>) and dry chemical, and loaded stream type extinguishers.
3. CLASS "C" FIRES occurring in ELECTRICAL EQUIPMENT requires the use of a fire extinguisher agent that does not conduct electricity back to the operator when in use. The Carbon Dioxide (CO<sub>2</sub>) and dry chemical type fire extinguisher agents DO NOT CONDUCT ELECTRICITY AND WILL BE USED FOR EXTINGUISHING ELECTRICAL FIRES. NEVER USE water, foam or loaded stream type extinguishers on electrical fires.
4. CLASS "D" FIRES occur in COMBUSTIBLE METALS, such as magnesium, potassium, powdered aluminum, zinc, sodium, titanium, zirconium, and lithium. This fire is extinguished by special powdered compounds usually thrown by hand or dispensed by cartridge-type fire extinguishers with a specially compounded agent for combustible metal fires. It is not likely you will be required to fight this type fire in County work.
5. THE ABC DRY CHEMICAL-TYPE FIRE EXTINGUISHER can be used on all "A", "B", "C" classes of fires with safety. This fire extinguisher is widely distributed in County buildings, facilities, and area for use. Detailed instruction and training in use and operation of fire extinguishers should be provided to employees on a scheduled basis.

### **10.10 BOMB THREAT**

#### **A. Plan of action to be taken in the event of a bomb threat**

1. All employees have the responsibility to familiarize themselves with the following procedures and be prepared to react to a bomb threat in a calm, systematic and expeditious manner.
2. Employees should review bomb threat procedures yearly to familiarize themselves.

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3. "Handling The Bomb Threat" telephone procedure cards will be placed under all office telephones, or posted in a conspicuous place near all telephones.

4. Upon the arrival of emergency responders a system of Incident Command is set up. The incident commander is in direct control of all activities within the facility. Until the Incident Commander gives the "all clear" the facility is off limits to all employees.

### **B. How To Handle The Threat**

1. An employee who receives a telephone bomb threat should obtain as much information as possible as indicated on the telephone card and then immediately:

- a. Contact 9-1-1 (You must first dial a "9").....9-911
- b. Assign an employee to go door to door to notify all personnel to initiate evacuation procedures. (If the caller did not specify which area of the building the bomb is in all personnel must look around their area for unusual packages.)
- c. Look around your work area for unusual packages before evacuating.
- d. Complete "Handling the Bomb Threat" card after evacuating to the off-site assembly area.
- e. Notify Incident Command of the information filled out on your card.

2. Any employee who receives a written bomb threat should secure all materials, including envelopes or containers (handle as little as possible)

- a. Call your supervisor if available to determine the following action
- b. Contact 9-1-1 (You must first dial a "9").....9-911
- c. Assign an employee to go door to door to notify all personnel to initiate evacuation procedures.
- d. Notify Incident Command of the location of the written threat.



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3. Any employee who finds a suspicious container, package, envelope, box, etc.
  - a. Call your supervisor if available to determine the following action
  - b. Contact 9-1-1 (You must first dial a "9").....9-911
  - c. Assign an employee to go door to door to notify all personnel to initiate evacuation procedures.
  - d. Notify Incident Command of the location of the package.
4. Do Not Touch Anything Suspicious

### C. Bomb Threat Evacuation Procedures

1. Each department shall establish a (safety) representative for all County facilities.
2. Each representative will locate an off-site assembly area no less than 300 ft from their facility.
3. The representative from each area shall be responsible to account for each employee within that section and account for their arrival at the assembly area.
4. If a bomb threat is called into a County facility without a specific location of the bomb a representative from the person receiving the threat shall be assigned to go door to door to notify personnel to initiate evacuation procedures **and check your work area for unusual packages before exiting**. If an unusual package is in your specific area notify Incident Command immediately (room number, type of package, location of package, etc.)
5. Bomb threat evacuation routes shall be the same as fire evacuation routes posted on safety bulletin boards throughout County buildings.
6. All employees are to immediately evacuate the work area (take your purse & car keys) and proceed to their pre-assigned assembly area. **ALL OFFICE DOORS ARE TO BE CLOSED AND LEFT UNLOCKED.**

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7. Employees will remain at the off-site assembly area until given the "all clear".

DO NOT USE FIRE ALARM TO NOTIFY EVACUATION UNLESS TIME OF DETONATION DOES NOT PERMIT. i.e., "A bomb is going off within two minutes."

DO NOT USE RADIOS OR CELLULAR PHONES AS A FORM OF COMMUNICATION DURING A BOMB THREAT(They can trigger a bomb device.)

### **10.11 ELECTRICAL SAFETY**

The power of electricity can be dangerous if it's not used correctly. Electrical energy can damage property and ignite fires. It can also hurt and even kill.

Sound safety practices can help minimize electrical hazards and cut down on the risk of accidents. The hazard of electrical energy can't be eliminated, but it can be controlled through education and engineering.

The body can receive an electric shock if a grounded surface and hazardous electrical equipment is touched at the same time. The shock happens when current from the electrical equipment flows through the body to the ground.

The flow of electric current is what causes the shock. Just a small amount can hurt or kill. For instance, a small night-light with a 6-watt bulb draws .05 ampere, and even that small amount of current can be fatal.

#### **A. Electric current can injure when it flows through the body. Electric shock can cause:**

1. Breathing to stop
2. Paralyze nerve centers
3. Nerves and muscle tissues to be burned
4. Heart beat interruption
5. Internal bleeding
6. Burns caused by electrical flashes or fires.
7. Injuries when machinery starts suddenly.
8. Falls from losing balance when shocked.

**B. Protecting Yourself**

1. Only trained, qualified and authorized employees are permitted to work on electrical equipment.
2. An electrician should check equipment, tools, machines and lights to make sure they operate according to electrical code requirements.
3. Extension cords and appliance cords should be in good repair and properly rated for the way they're intended to be used. Always use 3-prong plugs.
4. Protect circuits with Ground Fault Circuit Interrupters where required.
5. Close electrical control panels and covering receptacle boxes.
6. Avoid touching water, damp surfaces, ungrounded metal and bare wires if you're not protected.
7. Avoid working in and around wet or damp conditions, equipment and electrical currents that aren't grounded, and wires that aren't insulated.
8. Always use equipment and tools the way they're intended to be used.
9. Report immediately any damaged or defective equipment, power hand tools or machinery.
10. Look for posted signs that identify electrical components and related hazards.
11. Protective Equipment/Procedures  
Don't wear metal jewelry that might make contact with electric current.
12. Wear eye protection where required.
13. Wear rubber-soled shoes or boots on damp or wet surfaces.
14. Wear safety-approved rubber and leather gloves when you work with electricity.

**C. Prevent Electrical Fires!**

1. Installation: Install electrical equipment the right way.
2. Inspect: Check equipment periodically to make sure it's working right and not overloaded.
3. Maintenance: Machines and equipment you work with should be maintained on a scheduled basis. Keep them clean and free from oil, dust and residue.
4. Communication: Report immediately any hazards, damaged and defective equipment, tools or machinery.

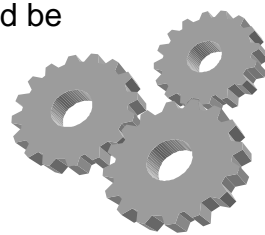
**D. Electrical Safety Checklist**

1. Read warning signs. They're posted to inform and protect you.
2. Study the operation manual for tools and equipment before you use them, then follow instructions.
3. Light your work safely with extension lamps that have nonconductive handles, sockets and guards.
4. Take care of extension cords so they don't twist or break. Make sure they're out of the way, so they won't get walked on.
5. Disconnect cords by grasping the plug. Don't pull them out by the cord.
6. Watch for makeshift wiring that can cause shocks and fires.
7. Follow lockout and tagout procedures before you begin repairs. Move the switch into the "Off" position. Test equipment with meters. Are you sure the circuit is dead?
8. Use Ground Fault Circuit Interrupters.
9. Choose battery-powered tools wherever possible, especially when you're working outside.
10. Report immediately any defective or damaged equipment, machinery, tools or wiring to your supervisor.

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### E. Identify Hazards

1. Wiring: Connections and ground wires should be tight and free from breaks.
2. Insulation: There should be no worn spots or breaks that could cause shocks. Cords and extension cords should be in good shape?
3. Belts and Gears: Look for excess tension or binding that can cause a power overload.
4. Personal Protective Equipment: Hand and foot protectors should be kept in good repair and readily available.
5. Machinery: Look for overloading, too much vibration or motor obstructions.
6. Equipment - Make sure equipment and power hand tools work properly and are free of defects or damage.



### F. **Electrical Safety Tips** Electrical current can cause damage and injury and can be deadly. It's your job to stay safe when working with electricity!

1. Make sure all electrical equipment is grounded.
2. Use Ground Fault Circuit Interrupters.
3. Use battery-powered tools wherever possible, especially when working outside.
4. Examine all tools and personal protective equipment before you use them.
5. Follow lockout and tagout procedures.
6. Use machinery and tools the way they're designed to be used.
7. Report unsafe machinery, tools and electric appliances. Don't use them until they've been repaired.



**G. General Electrical Safety Rules**

1. Electrical Wires and Extension Cords, treat all electric wires as live wires.
  - a. Do not drag cords over sharp edges or run cables across aisles where hand trucks can damage them.
  - b. Keep electric cables away from steam and hot water lines which can damage the insulation.
  - c. Keep cords clean. Never allow an extension cord to lay in water, oil, grease or solvents. Wipe cords clean before using.
  - d. Excessive scraping, kinking and stretching will cause damage to power cables causing premature failures and possible shock or burns.
2. Electrical Equipment
  - a. Grounds provided on electrical apparatus shall not be disconnected or broken.
  - b. Shock, no matter how slight, is a warning something is wrong. Danger tag the equipment and have it checked before re-using.
3. Electrical Repairs
  - a. Ensure the current is off before attempting to make electrical repairs and lock it out.
  - b. Exercise care in removing or replacing light or power fuses -- use fuse pullers.
  - c. Live wire work is defined as work on wires, switches, starters, panels or other electrical equipment while the potential of 25 volts or more of electricity is present.
  - d. No live wire work will be performed.
  - e. Unless you are an electrician, do not attempt repairs on electrical equipment. Call the experts.
  - f. All electrical installations will be installed and maintained in accordance with provisions of the National Electrical Code, NFPA.

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- g. Persons working around electrical circuits will not wear watches, rings, or other metallic objects which could act as conductors of electricity.
- h. Personnel will treat low voltage systems with the same respect as high voltage circuits. Severe shock resulting in death can be caused by contact with lines carrying low voltages.
- i. Care will be taken to avoid contacting low voltage lines when working on poles, ladders or in other high places; the shock may be sufficient to cause the workers to lose footing and fall.
- j. The first rule to remember when performing maintenance or repairs on electrical equipment is: Turn the current off/Lock it out.
- k. When it is necessary to wear safety gloves, only those designed for electrical work will be used. Gloves will be inspected for cuts, punctures or signs of wear. Never use safety gloves with voltages higher than the gloves' insulation rating.
- l. To avoid cutting or tearing rubber electrical gloves, personnel will wear the leather liner over their safety gloves when actually working on high-voltage equipment.
- m. All rubber goods used in electrical work will be given an annual voltage test except that rubber gloves in active use will be tested every 3 months.
- n. Report to your Supervisor any leaking steam or water joints which are near any motors or other electrical apparatus.
- o. If you find sparking or smoking motors or other electrical equipment malfunctions, turn off the power and report the condition at once.
- p. Only qualified and authorized electricians will install and maintain electrical facilities and power lines. Two qualified employees will work together when high voltage circuits or energized circuits of any voltage are involved.

## 10.12 VEHICLE SAFETY

**A. Seatbelt Use is Mandatory** Safety belts improve your chances of traveling safely.

1. Many injuries and deaths occur when a person inside the car collides with:
  - a. The steering wheel
  - b. The dashboard
  - c. The windshield and frame
  - d. A door
  - e. A window
  - f. The roof
  - g. Other passengers
2. A safety belt stops this "human collision" by holding you in place.
3. Safety belts keep you behind the wheel--ready to react, if necessary.

## **B. Prevent Minor Injuries**

1. Use Safety Belts Properly
2. A safety belt can only protect you if it's used properly.

**C. Adjust The Belt:** so it fits snugly over the hip bones. Your hips can absorb maximum force when the belt is adjusted properly. Make sure there is a maximum of one inch of space between your chest and the shoulder harness. Excess space will allow your head to hit the wheel, dash or windshield.

1. Provide enough belts for each rider. (Each person needs a separate one.) Make sure belts are in proper working condition.
2. Ask passengers in the front and rear seats to use their belts. Any unbelted person can be injured--or injure others--in a crash.
3. Don't Start the Car until all belts are fastened. Any extra belts should be secured so they won't cause injury in a crash.



**D. General Vehicle Safety Rules**

**1. General**

ON A NATIONAL LEVEL, DEATHS FROM MOTOR VEHICLE ACCIDENTS TOTAL ABOUT 48,000 ANNUALLY. County employees operate vehicles of all types on rural roads, on state and national highways and on city streets. THERE ARE CERTAIN BASIC SAFE DRIVING PRACTICES YOU MUST FOLLOW TO AVOID ACCIDENTS.

- a. **Safe Driver:** A driver of a County vehicle is responsible for operating it in a safe manner and is charged with complying with all driving rules and regulations and the safe driving practices prescribed by their Supervisor.
- b. **Valid Florida License:** Only trained and approved personnel possessing a valid State of Florida driver's license will be allowed to operate County vehicles.
- c. **Commercial Driver's License (CDL):** An employee driving vehicles that require specific CDL license can not perform their driving responsibilities without the appropriate classification of COL.
- d. **Safety Belts:** The wearing of Safety Belts while driving a County vehicle IS MANDATORY.
- e. **County Employees only:** At no time is a County vehicle to carry riders or passengers other than County employees or other authorized personnel in the capacity of performing County related duties.
- f. **Overloading with passengers:** Except in cases of emergencies, no more than two employees shall ride in a truck or tractor cab.

**2. Vehicle Accident:** If a County vehicle is involved in an accident;

- a. Immediately notify your Supervisor
- b. Notify the appropriate law enforcement agency.
- c. In case of a serious accident involving personal injury, call an ambulance.
- d. County employees must comply with all Drug-free-workplace policies in the event of an accident.

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- e. Do not discuss the accident with anyone but law enforcement, your Supervisor or County investigative personnel.
- f. Do not move the accident vehicle or equipment until so instructed by the police.

See also Chapter 6

### **3. Safe Driving Practices**

- a. **CONCENTRATE ON DRIVING.** A good driver dismisses his worries or anger when he enters the vehicle.
- b. Never take drugs or strong medications before driving. Drugs, illness or fatigue may affect your ability to judge distances, speed and driving conditions and slow your reaction time. Employees must comply with the Drug Free Workplace Guidelines for drugs that may impair vision or judgment while operating vehicles.
- c. **NEVER PRESS FOR THE RIGHT OF WAY** - Always limit your vehicle speed so that there is a clear space and time for an emergency stop. High speed drivers have less time to think and act in an emergency and a far greater distance is required to stop.
- d. **SLOW DOWN** in dense traffic or thickly settled areas.
- e. Adjust speed for poor visibility and weather conditions.
- f. Smoking is prohibited in County Vehicles.
- g. **SLOW DOWN** at intersections or curves. **USE APPROPRIATE SIGNALS** well in advance of any action. Signal early and slow down gradually.
- h. Cell phone use: See section 10.23

### **E. Vehicle Inspection by Operators**

All vehicles shall be inspected by the operator prior to its use to assure all parts, equipment and accessories are in safe and proper operating condition and free of any apparent damage or defect that, in the opinion of the operator of a duly appointed individual making the inspection, may cause failure while in use.

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1. Daily: Systems Check
  - a. Service brakes, including trailer brake connections, if necessary. Test brakes after riding through water or puddles or driving during heavy rain.
  - b. Parking System (hand brake).
  - c. Emergency stopping system (brakes).
  - d. Check coupling devices.
  - e. Seat belts.
  - f. Operating control (oil pressure gauges, etc.)
  - g. Safety devices including horn, tires, steering mechanism, and windshield wipers.
2. Daily: Visual Inspection
  - a. Does your vehicle sit level?
  - b. Are there any fresh oil or fuel spots underneath?
  - c. Is there any broken glass?
  - d. Are there wet spots where water has been leaking?
  - e. Look for any change in the appearance in the vehicle since you last saw it.
3. Weekly: Pre-start check
  - a. Check oil in engine crankcase and fill as necessary.
  - b. Check water in radiator and battery and fill as necessary.
  - c. Raise hood or cab if necessary to check all belts for slippage and/or excessive wear.
  - d. Lower and secure hood or cab.
4. General Check

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- a. These requirements apply to equipment such as lights, reflectors, defrosters, fire extinguishers, tire jack, etc., where such equipment is installed.
- b. Drivers will also wipe off windshields, side and back glass, lights and reflectors when conditions warrant.
- c. No vehicle or equipment shall be put into services until any defect or safety violation likely to cause an accident or breakdown has been corrected.

### **F. Parking**

1. Vehicles should be parked off the traveled way where they will not interfere with the normal flow of traffic and will not obstruct the view of other drivers.
2. When parking, remove the ignition key, put the transmission in park or the lowest gear and firmly set the parking brake. Turn the front wheels toward the curb, or chock at least one rear wheel if parked on a hill.
3. Do not leave a vehicle running without being in the driver's seat (except diesel fuel vehicles performing a task or with Power Take Off (PTO) devices).

### **G. Drive Defensively**

1. While driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and KEEP ALERT for pedestrians and cross traffic.
2. Drive at a speed which permits stopping within the visibility range of your headlights. Keep headlight beams depressed to reduce reflected glare caused by fog, rain or wet pavement.

## **10.13 POISONOUS SNAKES, SCORPIONS, AND SPIDERS**

### **A. General**

1. Most snake bites are due to handling and carelessness. Use common sense and think when working in the field and under brush. Use a machete or transit rod to push through underbrush. 98% of all bites are on extremities, such as hands, arms, legs and ankles. Use extreme care when you go into heavy brush where the ground is not visible. When in such places, wear heavy boots or leggings, the same for being around

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marsh ponds, water lilies and tall grass. Never remove shoes in the woods. 50% of bites received are when barefooted or in tennis shoes.

2. Most snake bites result from handling than other careless actions. Approximately 45,000 snake bite accidents occur each year in the United States. Venomous, or poisonous snakebites account for 20% of that total. Although mortality is low, the high incidence of crippling injuries to the bitten extremity (mostly by pit-vipers - rattlesnakes, water moccasins, and copperheads) is of great concern. More than half the cases of venomous snake bites take place in Texas, North Carolina, Florida, Georgia and Louisiana.

### **3. Snake Bites**

a. Snake bites cause many complications and prolonged illness. The most important step is to get the snake bite victim to the hospital as soon as possible. If possible kill the snake and take it with you to the hospital.

b. Keep the victim from moving around. Keep the victim as calm as possible preferably in a lying position and prepare for immediate transportation to the hospital. Do not give the victim any alcohol, sedatives, aspirin, or any medicine containing aspirin. **CARRY THE VICTIM TO THE HOSPITAL. DO NOT LET THE VICTIM WALK.**

### **B. Precautions**

1. Always wear pants outside boots, never inside and try to wear heavy material such as Levi's or dungarees, as heavy material has been known to deflect the aim of striking fangs.

2. Never place your hands into heavy underbrush or wood piles without carefully looking first.

3. When sitting, always look down and behind you first. A snake bite on the rear is the most dangerous, due to the inability to apply a tourniquet.

4. Never step over a log or tree lying on the ground, but step on the log or tree and view the other side first. Never wade across a stream full of hyacinths without probing ahead.

5. Never attempt to catch poisonous snakes or reptiles, as many workers in Florida do. Leave snake catching to Herpetologists and experts.

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6. Around the home, clean up trash piles, weedy lots, wood and concrete piles, cut down palmettos.
7. On construction jobs or clearing activities, check your equipment, clothing and materials left on the ground or in trucks, poke with a stick or tool to be sure no snakes are hiding. Always be careful when first going to your tractor and parked equipment left beside roadsides. Rattlesnakes like to coil under and around tractors and mowing machines since they like the heat and warmth of the engine left from the night before.
8. When staking or surveying in the field, always avoid gopher holes, use your boot heel to cave in the front of the hole.

### **C. Snakes To Beware Of**

There are hundreds of harmless and beneficial snakes in the woods of Florida that keep down our rodent population. Only four are poisonous: Rattlesnakes, (3 sub-species). Pygmy ground and Eastern Diamondback are found throughout the state. The Canebrake Rattler is found in northwest Florida. Cottonmouth - statewide. Copperhead - northern Florida (rare), and the Coral Snake - found statewide.

Copperhead and Pygmy Rattlers are not usually fatal, however, use extreme care, and go on the assumption that they are fatal. Only the Eastern Diamondback, Cottonmouth, Canebrake Rattlesnakes are extremely dangerous and are fatal. The Coral Snake which is the only neurotoxic reptile, is the most fatal of all the poisonous snakes. No insect or lizard is fatal around Florida, so get to know the four poisonous snakes by identity. Poisonous snakes mostly travel early in the morning and late evenings. Each harmless snake killed leaves room for another poisonous snake. Do not kill harmless snakes.

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### Most Common Florida Snakes:

#### 1. EASTERN DIAMONDBACK RATTLESNAKE BITE



This is the largest and the most dangerous in the U.S. Severe bites cause many complications and prolonged illness. Whether a direct bite, puncture, or slight scratch, the employee should go to the hospital for routine observation and treatment, if necessary. Always kill the snake and take it to the hospital if possible.

For treatment when bitten, immediately tie a constricting band above the bite, lightly, 15 minutes on and 5 minutes off. Move the constrictor as the swelling increases.

Keep movement at a minimum. If coworker is bitten, apply first-aid, call for help in obtaining transportation to the hospital. Bring the transportation to the victim if at all possible, to minimize movement.

**2. PYGMY RATTLESNAKE BITE**



This snake's bite is rarely fatal to man. The bite is painful and will destroy surface tissues.



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Treatment is almost the same as with the Eastern Diamondback, using constrictor, small surface cut, suction and ice. Do not suction orally. Use mechanical suction. Pack in ice as soon as possible. Use your chemical ice pack. Always kill the snake, if possible, and take to the hospital, as often times the Pygmy is mistaken for a small Eastern Diamondback.

### 3. FLORIDA COTTONMOUTH AND FLORIDA COPPERHEAD BITES



Do not use constricting band (tourniquet). Apply suction for 30 minutes and cut the surface tissue only the same as the rattlesnake family. Do not suction orally. Use mechanical suction. Physicians caution against capillary destruction, so keep circulation moving through the bitten area, due to fatty acids, high iodine content and enzyme action. Get victim to a hospital as quickly as possible.

### 4. EASTERN CORAL SNAKE BITE



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Immediately IMMOBILIZE the victim completely. If not possible to immobilize the victim, then completely splint the bitten area well above and below the bite, and rush to a hospital. Kill the snake if possible, and take it to the hospital, as often times the Scarlet King Snake and Scarlet Snake are mistaken for the neurotoxic Coral. Both of these have red noses where the Coral Snake has a black nose; also, only the Coral Snake has red bands adjacent to yellow.

### D. Treatment Information

Treatment with Wyeth Coral Snake antivenom, which is distributed by either State Health Department Poison Centers or Ross Allen's Reptile Institute free of charge and at all hospitals upon request. The Florida Highway Patrol will relay across State in the event of a bite.

Even the slightest scratch or break of the skin should be hospitalized, since if the patient feels no pain with a Coral snake bite, he may think he had not been bitten seriously. Coral snake venom is not painful as is the Rattlesnake and the Cottonmouth venom, and the effects are not noticed until numbness and a coma suddenly hit approximately two hours later.

Cleanse the area with germicidal soap and water to remove any venom on the skin. Place constrictor above the bite in the same manner as a Rattlesnake bite, lightly for 15 minutes on and 5 minutes off, and suction for 30 minutes (Do not suction orally use mechanical suction), even though there is no evidence of venom if there is a fang puncture. This general information applies only to treatment given by the physician at the hospital. **Your responsibility is to provide first aid and get the victim to the hospital without delay.**

## E. Field First Aid For Snakebites

Very few people die from snakebites. However, anyone who is bitten by a snake should get medical help quickly. If EMS is more than 30 minutes away, transport the victim to medical care in another vehicle if possible.

## F. Bites And Stings

Reassure the victim and keep him or her still until EMS arrives. Keeping still will slow down absorption of the snake venom, as will keeping the bitten area below the level of the heart. If the bite is on an arm or leg, splint. Be alert to prevent shock.

Try to remember what the snake looked like, so you can tell EMS.

### 1. SCORPIONS

Scorpions occur throughout Florida and should be easily recognized by their large pincers near the head and by their tin tail carried over the back. They range in size from 1 to 5 inches, depending on the species, with colors ranging from yellowish-brown to black. The arched tail ends in a bulb-like poison gland equipped with a stinger. And that's what can hurt you. Forget those pincers. They are used only for holding food, which might be small insects, spiders, centipedes, other scorpions or earthworms. Scorpions hide under stones, bark of fallen trees, boards, firewood or other objects that lay on the ground.

Although individual reactions to the stings may vary, it is important to seek medical assistance immediately if a person, particularly a child, has a severe reaction to a scorpion sting. Ice packs or alcohol swabs applied to the sting area are normally the suggested first-aid treatments.

Chemical control for scorpions is not particularly effective. If you encounter one outdoors, hit it with a rock. If you see one indoors, step on it, but make sure you're wearing shoes.

### 2. SPIDERS

The **BLACK WIDOW SPIDER** is found outdoors in all kinds of protected cavities. Around homes she prefers garages, gas and electric meter boxes, furniture and many other unbothered places. A Black Widow bite feels like a pin prick and sometimes is not even felt. Usually, a slight local swelling and two red dots surrounded by local redness indicate the location of the bite. Pain becomes intense in 1 to 3 hours and may continue up to 48 hours. Symptoms include abdominal pains, a rise in blood pressure, nausea, profuse perspiration, leg cramps, tremors,

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loss of muscle tone and vomiting. The toxin also causes breathing difficulties and sometimes unconsciousness.



**The BROWN RECLUSE SPIDER** is a non-aggressive creature that spins a white or grayish, nondescript web. Its body and legs cover an area about the size of a quarter and its color varies from an orange-yellow to dark brown to almost black. The most distinguishing characteristics of this spider are its eyes and its back markings. It has three pairs of eyes arranged in a semicircle on the forepart of the head. The eyes also form the base of a violin-shaped marking on its back. The Brown Recluse often lives around human dwellings and is found in bathrooms, bedrooms, closets, as well as under furniture, behind baseboards and door facings or in corners and crevices. It also seems to prefer cluttered garages. Sometimes people are bitten while asleep; others may be bitten by spiders in stored clothing. Usually the bite causes a stinging sensation and then intense pain. Within 24 to 36 hours, a systemic reaction may occur, characterized by restlessness, fever, chills, nausea, weakness and joint pain. The bite also produces a small blister surrounded by a large congested and swollen area. The venom usually kills the affected tissue, which gradually sloughs away and exposes underlying tissue. Healing may take 6 to 8 weeks, leaving scars that might require plastic surgery to repair.



If you are bitten by either of these spiders, seek medical aid immediately.

## **10.14 POISONOUS PLANTS**

### **A. General**

There are more than 60 varieties of poisonous plants in the United States which may cause irritation to the skin. Plants that cause epidermal irritations such as redness, rashes, swelling and localized pain, normally have saps that are toxic when they are rubbed on the skin of sensitive people.

### **B. Poisonous Plants In Our Area:**

- Crown of Thorns
- Candelabra Cactus
- Pencil Cactus
- Poinsettia
- Mango
- Poisonwood
- Aralia
- Lime Trees
- Oyster Plant
- Purple Queen
- Century Plant
- Elephant's Ear
- Giant Elephant's Ear
- Golden Pathos
- Florida Holly
- Manchineel
- Poison Ivy

### **C. Plants Which Are Toxic When Eaten:**

- Yellow Allamanda
- Castor Bean
- Dumbcane
- Rubber Vine
- Angels Trumpet
- Sandbox Tree
- Oleander (Smoke from burning this plant is poisonous)
- Physic Nut
- Bellyache Bush
- Coral Plant
- Chinaberry
- Ochrosia Plum
- Chalice Vine
- Yellow Oleander

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Manchineel  
Lantana

**D. Plants That Cause Respiratory Problems:** which are similar to asthma symptoms, include:

Florida Holly  
Punk Tree (Melaluca)

The above is not a complete list. Some individuals may suffer no adverse effects from contact with plants on this list.





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**POISONWOOD**












**POISONWOOD**





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<p><b>ROSARY PEA</b> Santa Juana, Peonia <i>Abrus precatorius</i></p>	<p><b>DIEFFENBACHIA</b> Dicha, Mata Puerco <i>Dieffenbachia seguine</i></p>	<p><b>BRAZILIAN PEPPER</b> Pimienta Roja <i>Shinus terebinthifolius</i></p>
		
<p><b>CASTOR BEAN</b> Higuereta <i>Ricinus communis</i></p>	<p><b>OLEANDER</b> Adelfa, Rosa Francesa <i>Nerium oleander</i></p>	<p><b>PHILODENDRON</b> Malanga <i>Philodendron selloum</i></p>
		
<p><b>ALLAMANDA</b> Copa de Mantequilla <i>Allamanda cathartica</i></p>	<p><b>CORAL PLANT</b> Pino de Coral <i>Jatropha Multifida</i></p>	<p><b>ANGEL'S TRUMPET</b> Chamico, Campana <i>Datura Candida</i></p>

*Beautiful But Dangerous*  
**COMMON POISONOUS PLANTS OF FLORIDA**  
*Hermosas Y Peligrosas*  
**PLANTAS VENENOSAS DE LA FLORIDA**

In case of an exposure to a poisonous plant contact your physician or *The Florida Poison Information Network* 1 800 282-3171.



## IMPORTANT!!! Safety Tips for Parents

In Florida we have many beautiful plants in our houses, yards, parks and schools. Some can be **dangerous**. The ingestion or contact with some of these plants may cause symptoms such as, skin, eye and mouth irritation, pain, breathing problems, allergic reactions, stomach pain, vomiting, diarrhea or even death: Most accidental ingestions occur in children under six (6) years of age.

**Do you know the names of the plants you or your neighbors have?**

**Do you know which plants are poisonous?**

**What will you do if a person is exposed to a poisonous plant?**

### YOU CAN HELP PREVENT POISONING ACCIDENTS FROM PLANTS BY:

1. Recognizing the plants in your surroundings. Knowing which are potentially poisonous. Purchasing non-toxic plants. Keeping a list of toxic and non-toxic plants in your area.
2. Teaching children that putting leaves, stems, flowers, seeds, berries or wild mushrooms in their mouths is dangerous.
3. Avoiding the use of "medicines" or "teas" made from plants.
4. Keeping a bottle of Syrup of Ipecac in your house for each child under the age of six (do not use unless instructed to do so by your physician or the poison information center.)
5. Keeping the **Poison Information Center** number **1 800-282-3171** near your telephone.
6. Calling your doctor or the poison information center as soon as the exposure occurs. If asked to go to the emergency room take part of the plant, seeds or berries with you.
7. Never eating wild mushrooms and destroying mushrooms that appear in the yard.
8. Using non-toxic plants indoors when there are children under the age of six.
9. Learning more about the plants in your surroundings.

#### Poisonous Plants

Allamanda  
Angel's Trumpet  
Balsam Pear  
Brazilian Pepper  
Castor Bean  
Coral Plant  
Dieffenbachia  
Mushroom  
Oleander  
Pencil Tree  
Philodendron  
Physic Nut  
Poinsettia  
Poison Ivy  
Rosary Pea

#### Non-Poisonous Plants

African Violet  
Bottle Brush  
Bromeloids  
Bougainvillea  
Christmas Cactus  
Corn Plant  
Croton  
Dracaena  
Gardenia  
Impatiens  
Purple Passion  
Rubber Plant  
Spider Plant  
Staghorn Fern



The Florida Poison Information Center/Miami is a cooperative effort of the University of Miami's Department of Pediatrics, Jackson Memorial Hospital and the State of Florida Department of Health and Rehabilitative Services, Children's Medical Services.

PHOTOGRAPHY BY: Mirna Ramos-Diaz, M.D. / Frederick A. Folger / David Peterson

## ¡IMPORTANTE! Medidas de Precaucion para Los Padres

En la Florida tenemos muchísimas plantas hermosas en nuestros hogares, patios, parques y escuelas. Algunas pueden ser peligrosas. Ingerir o tener contacto con algunas de estas plantas puede causar síntomas, tales como: irritación o dolor en la piel, ojos, boca; causar problemas respiratorios o reacciones alérgicas, dolor de estomago seguido por vomito o diarrea, que puede ser fatal. La mayor parte de estos accidentes le ocurren a niños menores de seis años de edad.

**¿Conoce los nombres de las plantas que tiene usted o sus vecinos?**

**¿Conoce cuáles de las plantas son venenosas?**

**¿Sabe usted qué hacer si fuese expuesto a una planta venenosa?**

### USTED PUEDE PREVENIR ACCIDENTES POR ENVENENAMIENTO CAUSADOS POR PLANTAS, SI:

1. Conoce las plantas de sus alrededores. Conoce las que posiblemente sean venenosas. Compra plantas que no sean venenosas.
2. Enseña a los niños que no deben llevarse a la boca las hojas, tallos, flores, semillas, bayas o los hongos silvestres, que puedan ser peligrosos.
3. Evita usar medicinas o té hechos de plantas.
4. Mantiene un frasco de jarabe de ipecacuanha en su casa, para cada niño menor de seis años de edad (no lo administre, a menos que reciba indicaciones de su médico o del Centro para Control de Envenenamiento).
5. Mantiene el número **1 800-282-3171**, del **Centro para Control de Envenenamiento** cerca de su teléfono.
6. Llama a su médico o al Centro para Control de Envenenamiento en cuanto haya sido expuesto a una planta tóxica, pues los síntomas pueden tardar en ser evidentes (si es necesario que vaya a la sala de emergencia, lleve parte de la planta, semilla o baya ingerida).
7. Nunca consume hongos silvestres (si tiene algunos en su patio, destrúyalos).
8. Tiene en su casa, plantas que no sean venenosas especialmente si hay niños menores de seis años de edad.
9. Aprende más sobre las plantas en su localidad (tenga a mano una lista de las plantas venenosas que allí reconozca).

#### Plantas Venenosas

Copa de Mantequilla  
Chamizco, Campana  
Cundeamor  
Pimienta Roja, Copal  
Higuereta  
Pino de Coral  
Dicha, Mata Puerco  
Come Madera  
Hongos Silvestres  
Adelfa, Rosa Francesa  
Palito Chino, Antena  
Malanga  
Pinon Botija  
Flor de Pascua  
Guao  
Santa Juana, Peonia

#### Plantas que no son Venenosas

Violeta Africana  
Bigote de Gato o Cepillo de Botella  
Bromelias  
Buganvilla  
Cacto de Navidad  
Planta de Maiz  
Croto  
Dracena  
Gardenia  
Inpaciente  
La Flor de la Pasion  
Ficus Comun  
Cintas  
Aster de Ciervo

## E. PRECAUTIONS

It is not necessary to come in direct contact with these plants to get poisoning. Pets may spread plant poisoning by rubbing against the plant and getting the substance on their hair. You may get the poison from touching the animal. It may also be transmitted from person to person by contact with clothing that has rubbed across the plants. Shoes pick up the poison by contact and may retain the poison for a year or longer.

In some cases, persons have contracted dermatitis from working on a car, which had been driven through areas where poisonous plants were growing.

The best way to prevent plant poisoning is to learn to recognize the plants that cause it and stay away from them. The poison is rapidly absorbed and fixed in the skin so that it cannot be removed. When a person knows he has brushed against or burned one of these poisonous plants, it is recommended that he immediately wash the affected area with soap and water. Do not use a brush or other rough material.

1. A commercially available product "TECNU" is very effective even if used eight hours after contact.

Follow the wash with an alcohol sponging. This procedure may prevent skin inflammation in those who are sensitive to ivy poisoning.

When you know you are going into an area where you are likely to come in contact with these plants, as much of the body as possible should be covered. Long sleeves tucked into heavy leather gauntlet gloves, slacks or trousers tucked in boots or leggings, shirt collar turned up or scarf tied around the neck. Do not touch the gloves or clothing, since the irritating oils have been known to remain on clothing for as long as a year. Clothing should be dry-cleaned because soap and water are not always effective in removing the poison. Warn the person doing the dry cleaning that the clothes have been exposed to poisonous plants.

2. Although creams and ointments are used in attempts to prevent poison ivy irritation by covering exposed skin, these measures are of doubtful value and of a temporary nature. Use protective clothing and gloves.

Persons who are extremely sensitive to plant poisoning and whose employment brings them in contact with poison plants should consult their physicians for whatever help is available. Persons who develop more than minor areas of ivy dermatitis should be under medical care.

## **10.15 LIGHTNING STRIKE INJURY PREVENTION**

It is important not to wait for the first lightning flash to determine whether or not there is a danger. The approach of an impending storm should be a cue to take safe shelter.

- A.** If you are caught in a storm while driving an automobile, remain inside. The metal body around you protects you. A common misconception is that the tires insulate the car. This is false: lightning can and will strike automobiles. The electrical charge is transferred through the metal body, through the suspension and arcs to the ground completing the discharge and dissipation process.
- B.** If you are outdoors and lightning is impending, get indoors to a safe place. Do not take cover under a tree. Stay away from fences. The metal fence is a very good conductor of electricity.
- C.** If you are on the water, get below deck or in the cabin. If the boat does not have a cabin, crouch down in the middle of the boat. If at all possible, make shore before the storm reaches.
- D.** If you are indoors when a storm approaches, stay out of the shower or bath. Both of these are connected to the metal vent pipes that run to the roof. Do not use the phone unless it is an emergency. Many times phone lines are connected to the electrical poles outside the house. These poles are favorite targets of lightning. Telephone lines serve as a conductor for the resulting current.
- E.** If caught out in the open without protective shelter, avoid being at the highest point. Assume a crouched position with both feet close together. Do not lie flat on the ground. A lightning strike will set up ground currents that will travel through the body with enough energy to kill. Lightning can strike when a storm is not apparent. If a build-up of electrical current is felt in your body (hair standing up, chill up back etc.) the atmosphere is attempting to dispose of the charges through you, crouch immediately.

**REMINDER: LIGHTNING DOESN'T ALWAYS COME FROM THE SKY IT CAN BE CONDUCTED UP FROM THE GROUND INTO THE ATMOSPHERE.**

- F.** If someone is struck by lightning, a heartbeat and breathing are often absent. Do not assume the victim is dead. Apply prompt cardiopulmonary resuscitation (CPR) and get immediate medical attention.

## **10.16 MACHINE SHOP OPERATIONS**

### **A. Machine Shop Safety**

1. Use only those machines and equipment that you are qualified and authorized to use and wear eye protection at all times where eye hazards exist.
2. Before turning on a machine, make sure everyone is clear.
3. ALL GUARDS AND SAFETY DEVICES MUST BE IN PLACE and adjusted properly before operating a machine.
4. DO NOT LEAVE AN OPERATING MACHINE UNATTENDED.
5. Machines must be stopped and power turned off before changing chucks or loading heavy items into the chucks. Make sure the chuck is tight and the chuck key is removed before restarting the machine.
6. Never brake or slow down a machine with your hands. Turn off the power and WAIT. It will stop itself.
7. KEEP YOUR MACHINE CLEAN. Remove chips with a brush or stick, not your hands.
8. Keep your area clean of oil, solvents and coolants. Slippery floors and machinery do not mix.
9. Do not try to prove how strong you are. Get help to lift or move heavy objects or use mechanical lifting equipment.
10. Do not wear neckties, loose or ragged clothing, long sleeves, gloves or jewelry. They are hazardous near machinery. If not contained long hair can be hazardous around rotating machinery. If the operator must lower his head to get a better look, loose hair may get entangled in the rotating parts and cause scalping. Wear a hat, hair net, tie it back, OR GET IT CUT BEFORE THE MACHINE DOES IT FOR YOU!!

### **B. Grinding Wheels**

1. Never use a grinder without a wheel guard. A broken wheel makes an excellent unguided missile.
2. Safety glasses without side shields are not sufficient protection when grinding. WEAR A FACE SHIELD.

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3. Cracked grinding wheels will be replaced, wheels dressed and inspected periodically.
4. Proper clearance will be maintained between the wheel and guard.
5. Tool rests will be in place and clearance between the tool rest and wheel will be adjusted to measure one-eighth of an inch from the wheel.

### **C. Drill Press**

1. BE SURE that the work is securely bolted or clamped to the table, or held in a vise or jig. DO NOT TRY TO HOLD IT BY HAND.
2. BE SURE that the table clamps are properly tightened so that the table cannot move.
3. When setting up or removing work, SHUT OFF POWER, even though the table or arm has been moved out of line.
4. When removing a drill from a socket clamped to the chuck, LOWER THE SPINDLE so that the end of the drill is near the table BEFORE LOOSENING THE SOCKET.

### **D. Lathes**

1. When handling heavy chucks or face plates, use a lifting device.
2. If there is no lifting device near your lathe and the chuck or face plate is too heavy to be handled by one person, GET HELP.
3. Always start the chuck beyond the circumference of a chuck. If necessary, change or reverse the jaws.
4. After setting up or taking work out of the chuck, immediately remove the wrench from the chuck.
5. When doing work on centers, be sure that the work is counter-sunk deeply enough so that it cannot be thrown out of the lathe.
6. See that the tail stock is fastened to the lathe bed and the dead center is properly lubricated.

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7. Use only safety type lathe dogs or those with flush set screws.
8. DO NOT HOLD emery cloth in your hand while polishing revolving work. Use a wood block or jig for this purpose. Only use files with handles.
9. When machine rods or bars that project beyond the head stock, enclose the projecting portion in a stationary pipe supported on a suitable stand.
10. The machining of irregularly shaped castings, crankshafts, and similar objects where the tool is not in contact with the work during the entire revolution of the chuck, IS EXTREMELY HAZARDOUS. The operator MUST BE CONSTANTLY ON THE ALERT to avoid being caught or struck by the work.
11. Do not knock chips off the tool or lean over the lathe to inspect the work while it is running.

### 10.17 PERSONAL PROTECTIVE EQUIPMENT

**A. Gloves:** On operations where gloves are necessary, wear the proper type specified by your Supervisor.

**B. Hard Hats:** Hard hats are provided by the County to protect your head against the danger of head injury from falling or flying objects, or from electrical shock and burns. Be sure your hat is in good condition and has a chin strap. There is no protection if the hard hat is knocked off. If an area is designated as "HARD HAT AREA" all persons entering these areas shall be required to wear a hard hat.

#### C. Respirators

##### 1. POLICY

It is the policy of Monroe County to protect its employees from hazardous atmospheres through a comprehensive program of recognition; evaluation; engineering, administrative and work practice controls; and personal protective equipment, including respirators. To the greatest extent feasible, hazard elimination and engineering and work practice controls shall be employed to control employee exposure to within allowable exposure limits. However, where these measures are not feasible or fully effective or are under development, Monroe County shall provide appropriate respirators to affected employees under this program. Monroe County is committed to full compliance with applicable federal and state regulations pertaining to employee respiratory protection.

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### **2. PURPOSE**

The purpose of this program is to protect the health of Monroe County employees who may be exposed to hazardous atmospheres in the conduct of their work and to provide appropriate protection from these hazards, without creating new hazards. This program sets forth the County's practices for respirator use, provides information and guidance on the proper selection, use, and care of respirators, and contains requirements for establishing and maintaining a respirator program.

### **3. SCOPE**

This program applies to all Monroe County employees who need to wear a respirator to perform assigned duties. Examples of chemicals or operations that pose potential respiratory hazards and involve respirator use are

- Asbestos - Facilities Maintenance
- Dust – Facilities Maintenance & Roads & Bridges
- Spray Paint Operations – Fleet Management
- Immediate Danger to Life & Health (IDLH) – Fire Rescue
- Airborne/Bloodborne Pathogens – Fire Rescue
- Herbicides – Roads & Bridges, Airport Maintenance
- Household Waste – Solid Waste

### **4. ROLES AND RESPONSIBILITIES**

**General Manager – Employee Services Director** - Supports the Respiratory Protection Program and assigns a Respirator Administrator with responsibility and resources to administer the program.

#### **Respirator Administrator – Safety Officer -**

Has overall responsibility for the Respirator Protection Program including monitoring respiratory hazards, and conducting program evaluations.

Has knowledge about respiratory protection and maintains an awareness of current regulatory requirements and good practices.

Approves Respiratory Protection Programs for each operation that involves use of respirators.

Approves training program for employees.

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Approves fit test procedures for employees

Approves respirator makes and models for use.

Performs employee exposure monitoring upon initial work in a potentially hazardous atmosphere and whenever work conditions change that may affect employee exposure.

Performs employee exposure monitoring in accordance with Federal and State OSHA regulations

Uses generally accepted sampling techniques and analytical methods, including generally accepted quality assurance and control measures.

Reports all findings to the supervisor within five days of receipt of analytical results from the laboratory, at a minimum.

Upon request, performs surveys and makes recommendations for hazard control.

### **Respirator Technician - Supervisor**

Complete initial respirator training, refresher training and maintain records. In addition, complete any recommended respirator manufacturer training prior to servicing respirators and their components.

Perform and document semi-annual inspections of each air purifying respirator and monthly inspections of each supplied air respirator issued by the employer or maintained in its inventory.

Ensure that compressed breathing air cylinders are hydrostatically tested on schedule.

Remove from service and tagout any defective respirator parts.

Perform maintenance and repairs for respiratory protection equipment in accordance with the manufacturer's instructions.

Maintain an inventory of respirators and associated parts and equipment in a clean, secure area.

Issue respirators when so directed in writing, inspecting to confirm that the respirator or equipment is of the type specified in the respirator plan or program.

Issue spectacle kits to employees who require corrective lenses with their respirators.

Perform tests for compressed air quality and inspect breathing air compressors periodically



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### **Supervisors**

Initiate and approve a written Respiratory Protection Program for each operation that involves respirator use

Complete the initial and respirator refresher training of the type attended by employees under their supervision

Initiate safety briefings on respiratory protection issues at the start of each new project or task that involves respiratory hazards for affected employees under their supervision

Ensure that any use of respirators by employees under their supervision is in accordance with this program and a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that has been approved by the Supervisor and the Respirator Administrator, or designee

Record any complaints related to respirator usage, act promptly to investigate the complaints, correct any hazards, and get medical assistance, when indicated. Report first aid and medical treatment in accordance with Monroe County procedures. Report every respirator related incident to the Respirator Administrator before the end of the work shift

Ensure that their employees have the requisite training, fit testing, and medical clearances before authorizing them to wear any respirators

Prohibit any employee with lapsed or incomplete respirator clearances to work in hazardous atmospheres. Enforce any restrictions imposed by the occupational physician on individual employees, including the need for corrective lenses

Physically check each respirator prior to its assignment to their employees to be sure that it is of the type specified in the written plan.

Inform each affected employee of the results of exposure monitoring within one day of receiving such results and assure inclusion of all exposure reports in the County's recordkeeping system

Monitor employee compliance with the respirator program requirements

### **Employees**

Use respiratory protection in accordance with the instructions and training provide

Immediately report any defects in the respiratory protection equipment and whenever there is a respirator malfunction, immediately evacuate to a safe area and report the malfunction

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Promptly report to the supervisor any symptoms of illness that may be related to respirator usage or exposure to hazardous atmospheres

Report any health concerns related to respirator use or changes in health status to the occupational physician

Wash their assigned reusable respirators at the end of each work shift when used and disinfect assigned respirators at least weekly

Store respirators in accordance with instructions received

Observe any restrictions placed on work activities by the occupational physician.

Be clean shaven in all facial areas that seal to the respirator face piece.

Allow no headpieces, Band-Aids or other items beneath a respirator seal or head-strap assembly.

Inspect the respirator immediately before each use, in accordance with training provided.

Perform a user seal, negative and positive respirator fit check each time a respirator is donned in accordance with training provided.

### **5. PERMISSIBLE PRACTICE**

Any respirator worn by a Monroe County employee on the job shall be issued by Monroe County under this program.

Respirators shall be issued by Monroe County and worn by exposed employees whenever airborne contamination levels are not otherwise reduced to within the allowable limits.

A written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan shall be prepared and approved by the Supervisor and the Respirator Administrator prior to any employee respirator use, including voluntary usage or emergency use. This plan shall identify the location and tasks, identify and quantitative the air contaminants or oxygen deficiency, specify the appropriate respirator, and specify any limitations, such as air monitoring, respirator cartridge change out frequency, etc. Each operation involving respirator use must have a signed and approved written plan.

Upon an employee's request, an appropriate respirator shall be issued for voluntary use when exposure to contaminant levels is at or above 50 percent of allowable limits, but within allowable limits, or when exposed to nuisance dusts, molds, pollen, etc. Reasonable efforts should be made to reduce such exposures.

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Regardless of exposure level, employees who are exposed to any recognized carcinogen, mutagen or teratogen in the performance of their work assignments may request and receive an appropriate respirator for voluntary use and in addition, affected employees already assigned a respirator may request a respirator that provides a higher protection factor than the one provided by Monroe County for that work.

The Monroe County Hazardous Material Emergency Response Plan required for chemical spills or releases, fire response, pathogen exposures, etc. shall include a Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan whenever there is a reasonable potential for a respiratory hazard. The plan includes Monroe County's Fire Rescue, Public Works and Solid Waste response.

At no time, however briefly, shall a Monroe County employee be exposed to contaminant levels that are more than three times the allowable 8-hour time-weighted average limits without respiratory protection

No employee may work alone while wearing a respirator. Each respirator wearer shall have at least one employee assigned responsibility to perform periodic status checks throughout the duration of respirator use. When SCBAs are worn, at least one standby person, located outside of the hazardous atmosphere and equipped with an SCBA, shall be in constant attendance, ready to provide immediate assistance and to call for emergency help, if needed

### **6. Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan**

Each operation that involves respirator use shall have a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that is approved and signed by the Supervisor and Respirator Administrator.

This plan, which may be a part of a job hazard analysis, site safety plan, confined space entry permit or other document, shall contain an identification of the atmospheric hazard(s) and the respective measured or expected concentration(s) at each location or operation, the respective allowable concentration limits, the type of respirator(s) approved, monitoring requirements, emergency response procedures, and limitations, such as the frequency of respirator cartridge change-out.

This document shall be updated annually and more frequently if conditions change. This document shall be available at the job location and shall be maintained for 30 years as an exposure record.

### **7. RECOGNITION AND EVALUATION OF AIRBORNE CONTAMINANTS**

A hazard assessment shall be initially performed in each workplace by the Supervisor or Respirator Administrator. Where the presence or potential presence of airborne

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contaminants is recognized or suspected the Respirator Administrator or other appointed evaluator shall perform evaluations to determine if allowable limits are exceeded or potentially exceeded. The results of the hazard assessment shall be communicated to the General Manager and affected supervisors and employees. For workplaces in which the hazard assessment produces no findings of potential exposures, Supervisors shall monitor the workplace and request a hazard assessment whenever materials or processes change.

Whenever the hazard assessment identifies potential exposures to hazardous atmospheres, an annual reassessment shall be performed, unless a more frequent assessment is required by OSHA. In addition, the Supervisor is responsible for requesting a reassessment by the Respirator Administrator whenever materials or processes change.

### **8. EVALUATION OF AIRBORNE CONTAMINANT CONTROLS**

When hazardous atmospheres are recognized, elimination of the hazardous material or feasible engineering and work practice controls shall be instituted to reduce contaminant levels to within allowable limits. If such measures are not completely successful or if the condition is temporary, personal protective equipment, including respiratory protection shall be selected and worn.

The Safety Officer shall reassess the workplace when controls are instituted to measure their effectiveness in reducing employee exposure to hazardous atmospheres.

### **9. SELECTION AND ISSUANCE OF RESPIRATORS**

Selection of the appropriate respirator shall be documented in the written Worksite-Specific Respiratory Protection Plan.

If the atmosphere is uncharacterized, it must be assumed to be IDLH and a positive pressure SCBA or combination supplied-air respirator with SCBA must be worn. Respirator selection shall comply with OSHA requirements for specific substances, such as asbestos, lead, etc. At a minimum, the assigned protection factor of the selectee's respirator shall equal or exceed the hazard ratio.

All respirators used by Monroe County employees shall be approved by NIOSH. No components shall be substituted, unless they are listed in the approval by NIOSH. Any change or modification to a respirator may void the respirator approval and may adversely affect its performance.

Any restrictions or limitations recommended for a particular respirator by the respirator manufacturer shall be observed.

The Supervisor shall inspect each respirator or component prior to issuance and shall assure that the respirator assembly is complete, sanitary and in good working order upon issuance. Atmosphere-supplying respirators shall be

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returned to the Supervisor at least monthly for periodic inspection and air purifying respirators shall be returned for periodic inspection at least semi-annually. A log shall be maintained of these periodic inspections.

The Supervisor is responsible to ensure that each respirator user under the Supervisor's supervision is currently approved for respirator use, including medical, fit testing and training certifications. Employees with expired certifications shall not be permitted to work in hazardous atmospheres or to voluntarily wear a respirator until their lapsed requirements are updated.

Each respirator must be inspected by its wearer immediately prior to each use, according to instructions provided in the respirator training. Any defects shall be reported to the Supervisor before entry into a hazardous atmosphere. A user seal check shall be performed by the wearer immediately prior to entering the hazardous atmosphere.

Monroe County will provide an appropriate spectacle kit to each respirator wearer who requires corrective lenses and will pay for prescription safety lenses for the kit initially and as needed. Contact lenses shall be permitted if the employee's ophthalmologist or optometrist authorizes their use by the employee in hazardous atmospheres with negative pressure and positive pressure respirators in a written communication to Monroe County Employees who are issued a respirator are responsible for its maintenance, daily inspection and storage while the unit is in their control.

### **10. FIT TESTING**

Each respirator wearer shall be fit tested, using protocols approved by the Respirator Administrator. Frequency testing shall be performed if required by the Federal Code of Regulations for specific substances or if the wearer's facial contours change, such as by weight gain or loss, facial surgery, etc.

On the occasion of each fit test, employees may choose their respirator from an array of face pieces from different manufacturers and sizes approved by the Respirator Administrator.

Fit test certifications shall be prepared and signed by the person performing the fit test and must name the tested employee; the make, model and size of respirator fit tested; and the result of the fit test. A copy shall be provided to the Supervisor.

Monroe County required fit tests, including reasonable employee time and travel costs, shall be paid for by Monroe County. A medical evaluation as described in Section 10.17.C.11 must be performed before an employee is fit tested.

### **11. MEDICAL APPROVAL FOR RESPIRATOR USE**

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Each respirator wearer shall be approved for respirator use by the County's designated physician before the employee is required to wear a respirator (including before being fit tested). The physician shall be provided a copy of the employee's duties, respirator types to be worn, and air contaminants, as well as any applicable OSHA standards governing the medical evaluation, such as the Respiratory Protection standard and applicable substance-specific standards in addition to the Respirator Medical Evaluation Questionnaire to be completed by the employee being examined. The questionnaire shall be filled out by the employee *confidentially* during the employee's normal working hours or at a time and place convenient to the employee - preferably in the Human Resource office location nearest to the employee's worksite location.

The physician's approval shall be a written certification that lists the respirator types approved for use by the individual (i.e., negative pressure air purifying, powered air purifying, pressure demand SCBA) and any restrictions on the employee's use of respiratory protection, including the need for corrective lenses. The physician's certification shall not disclose any confidential medical information, but shall clearly list or describe any restrictions to be observed.

Medical evaluations shall be performed by the County's designated physician and the cost of the respirator medical evaluation shall be budgeted and paid by employee's department including reasonable time and travel expenses of the employee. Payment for special medical diagnostic procedures needed to assess the ability of an employee to safely wear a respirator shall be approved in advance by the Respirator Program General Manager. No medical treatment costs shall be paid by the employee under this program.

Medical records created under this program shall be handled in accordance with requirements for confidentiality, employee access and retention

If it is found that an employee is not physically able to wear a respirator, arrangements must be made by the applicable Supervisor and Department Head to have the duties associated with a respirator be performed by another qualified employee within the department.

### **12. TRAINING**

Each respirator wearer, supervisor of a respirator wearer, respirator technician and Officer must be trained and updated as needed.

Upon successful completion of respirator training, the instructor shall sign a certification that names the employee trained, the type(s) of respirator and the training date. A copy shall be provided to the supervisor. A record shall be maintained of the training topics covered.

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Monroe County approved respirator training shall be conducted by or paid for by Monroe County including the employee's reasonable time and travel to participate in such training.

### 13. DEFINITIONS

**Air purifying respirator (APR)** — a type of respirator that removes specific contaminants from air by use of filters, cartridges or canisters by passing ambient air through the air-purifying element. APRs do not supply oxygen.

**Allowable limit** — the maximum concentration of a substance in air that is permitted by regulation or voluntary standards to protect employee health. These concentrations may be expressed in terms of an 8-hour time-weighted average, a 15-minute short-term average or as an instantaneous upper ceiling limit. An example is the OSHA permissible exposure limits (PEL).

**Assigned protection factor** — the level of respiratory protection expected to be provided by a given class of respirators to a properly fitted and trained user. This factor is assigned by OSHA in substance specific standards and by ANSI in the voluntary national standard, Z88.2.

**Atmosphere-supplying respirator** — a type of respirator that supplies the user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

**Canister or cartridge** — a container with a filter, sorbent or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

**Demand respirator** — an atmosphere-supplying respirator that admits breathing air to the face piece only when a negative pressure is created inside the face piece by inhalation.

**Dust mask** — see filtering face piece.

**Emergency situation** — any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

**Employee exposure** — exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

**End-of-service-life indicator (ESLI)** — a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective

**Escape-only respirator** — a respirator intended to be used only for emergency exit.

**Filter or air-purifying element** — a component used in respirators to remove solid or liquid aerosols from the inspired air.

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**Filtering face piece (Dust mask)** — a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.

**Fit factor** — a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

**Fit test** — use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

**Hazardous atmospheres** — an atmosphere that contains a contaminant(s) in excess of the allowable limit or contains less than 19.5 percent oxygen.

**Hazard ratio** — a number calculated by dividing the actual air contaminant concentration by the allowable limit.

**Immediately dangerous to life and health (IDLH)** — an atmosphere that poses an immediate threat to life would cause irreversible adverse health effect, or would impair an individual's ability to escape from a dangerous atmosphere.

**Loose-fitting face piece** — a respiratory inlet covering that is designed to form a partial seal with the face.

**National Institute for Occupational Safety and Health (NIOSH)** — a Federal institute responsible for conducting research and making recommendations for the prevention of work-related illnesses and injuries. It tests and issues approvals for respirators.

**Negative pressure respirator (tight fitting)** — a respirator in which the air pressure inside the face piece is negative during inhalation with respect to the ambient air pressure outside the respirator

**Occupational Safety and Health Administration (OSHA)** — the Federal or state agency with authority to issue and enforce workplace health and safety regulations.

**Oxygen deficient atmosphere** — an atmosphere with oxygen content below 19.5 percent by volume.

**Physician or other licensed health care professional (PLHCP)** — an individual whose legally permitted scope of practice (i.e., license, registration or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the health care services required by this respirator program.

**Positive pressure respirator** — a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.



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**Powered air-purifying respirator (PAPR)** — an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

**Pressure demand respirator** — a positive pressure atmosphere-supplying respirator that admits breathing air to the face piece when the positive pressure is reduced inside the face piece by inhalation.

**Protection factor** — a ratio calculated by dividing the air contaminant concentration outside a respirator by the concentration inside the respirator. This is measured in a quantitative fit test.

**Qualitative fit test (QLFT)** — a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

**Quantitative fit test (QNFT)** — an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

**Respiratory inlet covering** — that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source or both. It may be a face piece, helmet, hood, suit or a mouthpiece respirator with nose clamp.

**Self-contained breathing apparatus (SCBA)** — an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

**Service life** — the period of time that a respirator, filter or sorbent or other respiratory equipment provides adequate protection to the wearer.

**Supplied-air respirator (SAR) or airline respirator** — an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

**Tight-fitting face piece** — a respiratory inlet covering that forms a seal with the face.

**User seal check** — an action conducted by the respirator user to determine if the respirator is properly seated to the face

### **D. Foot and Toe Protection**

The appropriate foot protection is required for work functions that include lifting heavy objects that may be dropped on the feet, electrical protection, piercing protection, chemical protection, fire protection and working in areas that are designated as high hazard areas and require foot protection i.e.; around fork lifts and rolling stock.

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The wearing of sandals or tennis shoes is not allowed in high hazard areas. Safe and slip resistive shoes should be encouraged by office personnel and high-heel shoes discouraged if at all possible. Many slips, trips, and fall injuries are related to high heels, sandals and shoes with slippery soles.

### **E. Safety Glasses, Goggles and Face Shields**

Goggles or face shields should be worn by all employees performing work that exposes them to eye injury or contamination. Employees not performing work, helpers or visitors who are in the area of exposure also should always wear eye protection.

Hazard areas will be identified. Eye protection will be required in these areas. Sufficient visitor goggles or face shields will be available for protection of persons entering these areas and will be of the type required to guard against the existing hazard. This requirement will be strictly enforced.

Welding hazards can be easily controlled by use of suitable personal protective equipment and proper work procedures. Welding goggles or helmets must be used. When helmets are used, safety glasses must also be worn whenever secondary finishing is done on the work piece. All welding operations should be required to have "hot work permits."

Appropriate goggles with filter lenses shall be used for such operations as oxyacetylene welding, cutting, lead burning, and brazing. Where eye injury is increased by grinding, buffing, sandblasting, etc., additional precautions such as side shields for safety glasses must also be employed.

Do not take chances with eye injuries -- contact your Supervisor or first aid person immediately upon receiving an injury. Do not rub your eyes when a foreign object is in them.

### **F. Personal Clothing**

If uniforms are not provided, the clothes you wear are a personal matter. Clothing must adhere to the requirements set forth by the department for the position. The minimum work clothing shall consist of a T-shirt and trousers, or their equivalent, for all employees.

Clothes can be a safety hazard if they are loose or ragged. The material can get caught in moving machinery and cause serious or fatal injury. Clothing that is not clean is not only unsightly but a health hazard, causing skin infections and irritations. Clothing furnished by the County must be kept in a clean and presentable condition.

## **10.18 POWERED INDUSTRIAL TRUCKS, FORKLIFTS, HAND TRUCKS**

### **A. Forklift Trucks**

1. All forklift operators must be certified by a qualified instructor.
2. When using forklifts, do not operate in excess of speeds that allow full control of the equipment and safety of the load.
3. Do not permit any part of the load to obstruct vision while driving.
4. Only the driver shall ride on the forklift.
5. Riding the forks is strictly prohibited.
6. Watch out for pedestrians. Sound horn at blind corners.
7. Do not drive with greasy hands.
8. Lift and lower loads smoothly and never carry loads in an elevated position.
9. Power trucks shall not be left unattended without first lowering the platform or forks, shutting off power, neutralizing controls, setting brake and removing the ignition key.
10. When entering other vehicles with forklift trucks, the wheels of the vehicle shall be chocked to prevent any movement.

### **B. Hand Trucks**

1. When using two-wheel hand trucks -- do not overload. Make sure the load is stable so the weight is on the axle, not the handle.
2. The same warning against overloading applies to the four-wheel hand truck. Never pile a load so high that it might fall or prevent you from seeing ahead.
3. Hand trucks are generally meant to be pushed, not pulled, with the exception of the four-wheeled truck with swivel axle and tongue which is designed for pulling, and the motorized hand truck which can be run either way. Never pull a four-wheel truck down an incline. If it gets out of control it can pin or run you over.

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### **C. General Requirements**

1. Only qualified personnel trained in the operation of forklifts and other powered industrial trucks are authorized to operate this equipment.
2. Prior to operation of powered industrial trucks, the operator shall examine his vehicle and if any item is found to be defective or in need of repair the item shall be corrected prior to use. There will be no exceptions.
3. Start and stop this equipment gradually and slowly. Always look around before starting. Avoid quick turns.
4. Slow down at cross roads, sharp curves, ramps, dips, blind corners, on wet, slippery or rough roads, in congested areas, and when vision is limited or obstructed. Always drive at moderate speed.

### **10.19 MOTOR VEHICLE MAINTENANCE SHOPS**

#### **A. General**

The normal activities of motor vehicle maintenance shops present numerous hazards to maintenance personnel. It is essential that adequate safety standards be prescribed and observed by all shop personnel to promote efficiency and reduce the possibility of personal injury and property damages.

1. Keep repair shops adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. Move any equipment with the engine running to the outside or attach a hose to the muffler leading to the outside.
2. Always work under adequate illumination at work benches, lubrication pits and other shop work areas.
3. Maintain working area free of trash scraps and other tripping hazards.
4. Set aside time for shop clean-up prior to the end of each work day.
5. Protective equipment shall be worn as required.
6. Personnel will avoid wearing extremely greasy, oily or dirty clothing.
7. Do not wear rings or other jewelry when working on motor vehicles, when servicing batteries, when operating rotating machine shop equipment, or when working on, or around, electrical equipment.

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8. To reduce fire and slipping hazards, do not allow floors to become saturated with oil or other flammable materials. Use absorbent material and clean up as quickly as possible.
9. Never smoke while fueling equipment and do not allow anyone to smoke in the immediate area.
10. Use a safety solvent (combustible rather than flammable) provided for cleaning parts. Never use carbontetrachloride, gasoline, or any other hazardous materials for this purpose. To use other than approved safe solvents will expose you and your coworkers to the danger of burns or lasting health problems.
11. Be sure fire extinguishers are available and that there are no obstructions which will prevent your access to them.
12. Do not carry sharp pointed tools in your pockets.
13. Do not smoke in areas where not allowed.
14. Lockers and washrooms will be maintained in a clean condition and provided with proper towels and soap.

### **B. Safety in Maintenance Activities**

1. Air compressor storage tanks will be drained at least once a day by opening the drain valve and allowing water and water vapor to escape.
2. All belts, pulleys, gears, chains, sprockets, or any moving parts on air compressors will be completely enclosed with a guard.
3. Only persons properly trained in the operation of shop machines will be authorized to use them.
4. Do not drain gasoline, oil or other liquids and materials in areas where they are likely to go into storm sewers and sewage systems. This is an extremely hazardous practice. It can cause fire, explosion and extensive problems in sewage plant operation. Drain petroleum's into drums or buckets for proper disposal.
5. Compressed air shall not be used for blowing dirt from hands, face or clothing. Be sure the nozzle is designed for a maximum of 30 psi when used for cleaning. Eye protection shall be worn.

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6. All compressed gas cylinders will be racked and secured in carts or to walls and posts to prevent being accidentally knocked over. Valve protection caps shall be installed on all cylinders not in use. This requirement also applies to cylinders transported in vehicles.
7. All shop hand tools will be frequently inspected for defects and any defective tools found will be repaired or replaced as soon as possible.
8. Alligator type hoods on some vehicles have caused injuries when they dropped while the mechanic was working on the engine. A prop of safe design should be used to prevent this type of accident.
9. When a vehicle is jacked up or hung up on chain hoists and when a mechanic is making repair underneath, it will be blocked with pyramid jacks, trestles or substantial wood blocking.
10. No one will be permitted to work inside a vehicle that is blocked up when another person is working under the vehicle. Mechanics working under vehicles will ensure that their legs do not protrude in aisles, exposing themselves to injury and creating a tripping hazard.

### **C. Tire Repair**

1. Tire repair work is hazardous if proper precautions are not taken.
2. Avoid strains and hernia when handling heavy tires by getting help placing tires on dollies or using lifting equipment.
3. Do not use extension handles or pipe (cheaters) on wrenches for removing lug nuts. Use air operated wrench whenever available. Use a penetrate oil on nuts that are "frozen" then, if a wrench is used, be sure it is the proper size. Tapping the wrench lightly will aid in freeing the nut.
4. Always use a safety cage when inflating tires equipped with lock rings. When inflating the tire, turn your face away from it. Never hold the tire between your legs. Always stand to one side when applying air.

### **D. Elevating Type Lifts**

1. Elevating lifts should be provided with a "safety leg". Tripping this leg to lower lift will be done by a procedure which will not permit a worker to get under the lift.
2. All lifts will be provided with stop chocks.
3. No one will be permitted to remain in a vehicle when it is being lifted.

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4. Rocking of lifts during the lubrication process will not be permitted.
5. Regular inspections will be made of lifts and their hydraulic cylinder and lines to ensure they are in safe operation condition.

### **E. Above Ground Maintenance Racks**

1. Above ground racks used for maintenance and lubrication work will be provided with guard rails and steps or stairs.
2. The rack and areas below will be cleaned of grease, oil and other slippery materials when in use. Gasoline or other flammable solvents will never be used for cleaning maintenance racks. Use only approved cleaning materials. If caustics are used, suitable protection shall be worn.
3. Sufficient lighting will be provided for workers. Portable or permanent lighting will incorporate guards for protection. If lights are to be used or installed where explosive vapors are likely to be present, they shall be of the explosive-proof type.

### **F. Hoisting and Lifting Equipment**

1. Never overload hand or electrically operated hoists. The rated load will be legibly and permanently marked in a prominent location on all hoist and lifting equipment. (Jacks supplied with vehicles are excluded.) Rated load limits shall not be exceeded.
2. Standard hand signals are used if there is an operator and a helper.

### **G. Specialized Shop Work**

1. Welding, painting, undercoating and battery work will be conducted in separate, isolated shops designed for this purpose.
2. Only trained and authorized personnel will operate specialized testing machines and equipment.
3. Eye protection shall be worn by maintenance personnel using permanently mounted, or portable, grinding and cutting tools that produce flying chips or dust.
4. When using air operated tools, be sure it is of the size and type suited for the job. Pay attention to your footing to prevent slipping.

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Ensure that the tool is secured in a manner which will prevent it falling if working above someone.

5. When installing a cable use a bar, not your hands, to guide it.
6. Use substantial wooden blocking when working in or under a scraper while the bowl or apron is raised on the blade of a bulldozer.
7. Be sure that all guards have been replaced before operations of any equipment which has been repaired or adjusted.
8. Proper protective equipment shall be worn when boiling out radiators.
9. All electric machines, motors, portable electric tools and equipment will be properly grounded.

### **10.20 CONSTRUCTION, BUILDINGS, AND GROUNDS MAINTENANCE**

#### **A. Building and Grounds Areas**

Unsafe conditions in buildings and ground areas require repair and maintenance to render them safe for employees and the public. Report all unsafe conditions to your Supervisor for correction without delay.

#### **B. Ladders**

1. A ladder should be placed so the distance from its foot to the wall is one-fourth the length of the extended ladder.
2. Never separate the parts of an extension ladder. Use of the top section as a ladder is prohibited.
3. Do not carry heavy or bulky objects up or down a ladder. Always use a rope or hoist.
4. Face the ladder when going up or down. Always look up when you are going up a ladder.
5. Move the ladder as the work progresses. Don't work any further than an arm's length from the ladder.
6. Only one person on a ladder at any one time.
7. Ladders will not be used as skids, braces, scaffold members, or for any other purpose than that for which they are intended.



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8. Never climb a ladder with greasy, muddy, or otherwise slippery hands or shoes.
9. Do not use metal ladders in areas where exposure to electric wires or equipment is possible.

### **C. Scaffolds and Platforms**

1. Make provisions for a uniform level base and compacted footing before installing upper levels.
2. Tie into the structure or building to prevent tipping.
3. All side braces (cross-bracing) shall be installed on tubular welded frame scaffolding.
4. Only scaffold boards in good condition are to be used on scaffolds. Each scaffold board must overlap the scaffold sides by a minimum of six (6) inches.
5. Never stand on the overhang portion of a scaffold board.
6. Guard railing shall be installed on scaffolding when four (4) feet high or more.
7. Do not leave tools or materials on scaffolds or platforms where they may fall or cause a tripping hazard.

### **D. Excavations and Trenching**

1. The sides of excavations will be properly and substantially braced and shored, or the sides will be sloped away from the excavation, or a trench box of substantial construction may be used.
2. The type of shoring systems to be used will be determined by soil conditions, vibrations in the area, stresses imposed by nearby buildings, and other pertinent conditions.
3. Where excavations are to be made below adjacent foundations or pavement, these structures will be suitably braced or shored as long as the excavation is open.
4. Dirt removed from the excavation and other materials will not be piled closer than two feet to the edge and loose boulders, stumps and

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other debris that could slide into the excavation will be removed from the area.

5. Bridges, walkways, guardrails, barricades, warning signs, and lights will be placed over or near open excavations as required.

6. Ladders shall be placed at trenches to provide safe and convenient exits from the area in case of cave-ins.

7. Where it is necessary to undercut the side of an excavation, overhanging materials shall be safely supported.

8. Safety hard hats should be worn by employees engaged in excavation and trenching operations.

### **E. Grass Cutting**

1. Mower operators will wear eye protection, ear protection, and foot/toe protection shoes at all times.

2. No adjustments will be made by the operator or maintenance person while machine is running.

3. Gasoline for lawnmowers and other lawn care equipment will be kept in safety cans plainly lettered "Gasoline". All sources of ignition will be kept clear when fueling. Fueling will not be done while engines are running. Allow stopped engine 5 min to cool before refueling. Smoking is not allowed when fueling.

### **F. Floors and Building Area**

1. Maintain building floors clean and free of obstructions or slippery materials.

2. Floors will not be cleaned with flammable liquids. Adequate ventilation will be provided if cleaning is done with liquids containing toxic materials such as ammonia.

3. IF ANY PROBLEM OCCURS IMMEDIATELY CONTACT YOUR SUPERVISOR. (Be familiar with precautions and first aid procedures for that particular substance before using).

4. Dust, which can explode under certain conditions, will be kept down during sweeping by spreading an approved sweeping compound over the floor.

5. Spitting on floors will not be tolerated at any time.

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6. Extreme care shall be taken to avoid excessive waxing or polishing. Floors that are too slippery are sources of accidents. Use only nonskid wax.

7. All projections shall be kept to a minimum on walls and ceilings. Ceilings will be kept in good repair and free of loose plaster and paint that could fall and injure persons below or create a health hazard.

### **G. Vending Machines**

1. Vending machines shall be located near an electrical receptacle to prevent the use of extension cords. They shall be located in an area where they do not interfere with the path of egress and in an area that does not cause a collision with the person using the machine and another employee.

2. Suitable waste receptacles will be provided where vending machines have been installed. All persons are instructed to return bottles to racks, and dispose of papers, cartons, and cups in trash cans.

### **H. Clothing Storage**

Keep personal clothing in a clean and orderly condition. To avoid spontaneous combustion, clothing or materials that are contaminated with flammable substances will not be placed in a closed area.

### **I. Exterior of Buildings**

Materials will not be stored under or piled against buildings, doors or exits, or under stairways. Roofs will be kept free of refuse such as sawdust, shavings, lint, trash, and other materials that can create a fire or tripping hazard.

### **J. Street, Road and Excavation Barriers**

1. All barrier markers and lights shall be maintained in good repair, and kept clean and brightly finished to insure high visibility.

2. Placement of traffic cones, warning flags, barriers and lights for street work will be in accordance with the Florida Manual on Traffic Control and safe practices.

3. All slow moving special purpose vehicles using street or roads, shall prominently display the SMV (orange triangle) on the rear.

## 10.21 OFF-THE-JOB SAFETY

**A. Off-the-Job Safety** is very important, time lost from the job is the same whether it is caused by an accident or injury on-the-job or away from work.

1. OFF-THE-JOB SAFETY should be an extension of ON-THE-JOB SAFETY.
2. Follow the same rules for Safety away from work.
3. OFF-THE-JOB SAFETY is important to your job, your family, your fellow workers and your community.
4. Some ways to encourage OFF-THE-JOB SAFETY:
  - a. Seasonal Programs: Safety programs are more meaningful if they are part of your regular routine. For example, water, sunshine and outdoor safety programs should be studied on a year round basis.
  - b. National Programs: Scheduled activities for Fire Prevention Week, Poison Prevention Week and other National programs to make people aware of their importance.
  - c. Community Programs: Take advantage of the Safety programs offered by most communities, such as life saving courses, driving classes and recreational safety programs.
  - d. Club Programs: Many service and social clubs have programs to teach or encourage safety. Members could promote such programs for the whole family.
  - e. County Sponsored Programs: Take advantage of County Sponsored Cardiopulmonary Resuscitation (CPR) and First Aid programs.

SET AN EXAMPLE: INDIVIDUALLY A PERSON CAN BE MOST HELPFUL IN IMPRESSING HIS FAMILY MEMBERS AND FELLOW WORKERS WITH THE IMPORTANCE OF SAFETY BY SETTING AN EXAMPLE AND PASSING SAFETY INFORMATION ON TO THEM.

You can do more things and you can do them better if you practice safety habits.

## **10.22 DEALING WITH AN ANGRY PERSON**

### **A. Deal With The Person's Feelings**

The First Four Minutes. The pace of your response is important. The angry person wants you to feel how urgent his problem is and respond at once. So, after a minute or two, you should progress from empathy to fact-finding questions; and, by the time four minutes have passed at the longest, you should be suggesting solutions (Step Two B). Why four minutes?

Four minutes is not an arbitrary time; instead, careful observation has shown that four minutes is the average time during which strangers in a social situation interact before they decide to part or to continue their encounter.

### **B. Empathize**

1. Get on the same physical level (standing or sitting) as the angry person to establish eye contact. Looking at him/her enables you to judge the emotional content of the words as well as the facts.
2. Show your concern for the angry person by your facial expression, body position, gestures, and tone of voice (on the telephone, your tone of voice is your main tool for showing empathy).
3. If the angry accusations are noisy or disturbing others, take the person to a private place if one is available.
4. Show your sincere interest with empathetic responses. Acknowledge his/her anger. Examples:
  - a. "I'm sorry you're upset."
  - b. "That really does sound upsetting to have... I don't blame you for being upset."
  - c. "I could see how that would be a problem."
  - d. "I can understand your concern about..."
  - e. "I'm sure it was embarrassing to be... If a mistake was made, we will do our best to make the situation right."

### **C. Ask Questions**

1. Your goal is to determine either whom the angry person should see/talk with or what should be done.
2. Take good notes. Write down names, dates, amounts of money, permit numbers, etc.

**D. Give Feedback**

1. Personalize. Use the person's name in conversation as often as possible (do not call them by their first name). Identify yourself to them and assure them that you personally will work to resolve their problem.
2. Interact with the person to understand fully what happened and to, as quickly as possible, accomplish your goal of determining who they would talk to or see what should be done. Examples of Questions and Feedback:
  - a. "What did you do then?"
  - b. "Who told you that?"
  - c. "I don't understand."
  - d. "Why did you think that?"
  - e. "Tell me more about that."
  - f. "Could you give me an example?"
  - g. Repeat important words.
  - h. Say "um-hum", especially over the phone.
  - i. Nod your head.

**E. Summarize**

1. Repeat the story back to the angry person to be sure you have the facts straight.
2. Acknowledge what is right about her complaint, even if you believe the complaint is essentially in error. Examples:
  - a. "You are correct in saying that..."
  - b. "It does sound like..."
3. Admit the error if one has been made. Don't excuse or minimize the mistake.

NOTE: DO NOT PROCEED TO STEP TWO UNTIL YOU ARE SURE YOU HAVE DEALT WITH THE PERSON'S FEELINGS

**F. Deal With The Person's Problem**

1. Find Out What the Person Wants
  - a. Listen carefully to the remedies they have already tried.
  - b. Ask them what they want you to do to solve the problem.

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### 2. Suggest Alternatives

- a. If you can't do exactly what the person wants, tell them what you can do.
- b. When possible, offer the person a choice among various possible courses of action to make them feel more in control of (and therefore less angry at) the situation.

### 3. Share Information

- a. Explain to the angry person exactly what you are going to do and how long it is likely to take.
- b. If you need to ask them to wait or to put them on hold, check back frequently to inform them of your progress.
- c. Reassure them that you are their ally in solving the problem. They should feel that they are no longer alone with his problem in an adversarial predicament.

### 4. Agree On A Solution

If the final solution, replacement, permission, refund, apology, provision of extra services, etc., cannot be achieved immediately, take a mutually satisfactory interim step. Examples:

- a. "Now that you have given me all these facts, I will review them with my supervisor when he returns and call you as soon as I have talked with them."
- b. "I will be happy to... Will that be satisfactory to you? No? What would you like me to do for you? I'm sorry; I don't have the authority to do that, but I would be happy to do anything I can."

Dialogues of this type often prompt a degree of reason in a person who is making unreasonable demands because it forces him to realize the realistic limits of your authority.

### 5. Follow-up (if necessary)

- a. Call back or contact by letter when or before you promised to, even if you have not been able to find the answer or resolve the problem. Doing so maintains your credibility.

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b. Remember that every complaint is an opportunity to improve your relationship with the public. You can accomplish that goal a large percentage of the time by developing good communication skills, keeping calm, and showing through your actions that you and your office are competent, caring, willing, and able to correct errors as quickly as possible.

### **6. Benefits Of Empathy**

a. Empathetic listening can solve another person's problem by:

\* Giving the person a chance to talk through problems and thereby clarify their own thinking about them, and

\* Providing the necessary emotional release, letting them "get it off their chest".

b. Empathetic listening can reduce tensions.

c. Empathetic listening makes cooperation easier. When a person can tell another person is really interested in their problems, thoughts and opinions, they will have respect and will more readily cooperate.

d. Empathetic listening can enhance the self-concept of the person with problems. True listening assumes the other person has worth, dignity, and something to offer. This attitude makes a person feel good about themselves, we all like to feel valued.

e. Empathetic listening promotes communication and reduces arguments.

### **G. Ten Commandments of Good Listening**

1. Stop talking! You can't listen if you're talking.
2. Put the talker at ease. Help the talker feel free to talk.
3. Show the talker you want to listen. Look and act interested. Listen to understand.
4. Remove distraction. Don't doodle, tap or shuffle papers. Close your door if possible.
5. Empathize with the talker. Try to put yourself in the talker's place so you can see the other point of view.



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6. Be patient. Allow plenty of time. Don't interrupt. Don't start for the door or walk away.
7. Hold your temper. An angry person gets the wrong meaning from words.
8. Go easy on argument and criticism. This puts the other person on the defensive and he may "clam up" or get angry. Don't argue; even if you win, you lose.
9. Ask questions. This encourages the person, shows you are listening, and develops further conversation.
10. Stop talking! This is first and last, because all other commandments depend upon it. You just can't do a good listening job while you are talking.

Nature gave people two ears but only one tongue, which is a gentle hint that people should listen more than they talk. (excerpted from Human Relations at Work published by McGraw-Hill)

### 10.23 USE OF CELLULAR PHONES

#### Drive and Talk Safely

Many of us use car or cellular phones to stay in touch and feel more secure. However, research shows that talking on a phone while driving **quadruples** the risk of an accident. Drivers sometimes suspend their good judgment as they focus on talking. Here are some suggestions for safer car phoning:

1. Don't use the phone while driving unless absolutely necessary-it can be dangerous.
2. Concentrate on driving. Watch for slowdowns, sudden stops and accidents.
3. Hang up in heavy traffic or bad weather. Let your communications service take messages, and then return calls later.
4. Use memory dialing, redial, speakers, Bluetooth, hands free and other utilities to help you focus on driving carefully.
5. Memorize your phone's key pad so you can keep your eyes on the road.
6. Pull off the road when the conversation begins to distract you.

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7. Never write or take notes while driving.
8. Dial during stops.
9. Avoid emotional or stressful conversations.
10. No texting while driving.

### **10.24 Disaster Response**

All employees of Monroe County are agents of the Government and may have a role during an emergency event especially a hurricane. All responses to emergencies shall comply with guidelines set up for employee safety in their designated work related field.

1. If an employee is assigned to a task before, during or after a hurricane their supervisor must give them an opportunity to provide a safe place for their family, property and other emergency obligations.
2. No official representative of Monroe County has been given authority to direct public employees in to situations greater than the standard.
3. Responding to an emergency or disaster may provide hazards not normally encountered. Employees should be briefed on projected hazards and evasive action to be taken.
4. When responding to emergencies employees are required to report unsafe conditions to their supervisor so other emergency responders or members of the public may take appropriate action.